



CANADIAN VETERINARY  
MEDICAL ASSOCIATION

L'ASSOCIATION CANADIENNE  
DES MÉDECINS VÉTÉRINAIRES

**Accreditation Policies and Procedures of the  
Canadian Veterinary Medical Association (CVMA)**

**Animal Health Technologist/Veterinary Technician Program  
Accreditation Committee (AHTVTPAC)  
Revised March 2011**

COMMITTED TO THE VETERINARY PROFESSION | AU SERVICE DE LA PROFESSION VÉTÉRINAIRE

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## **Section I. CANADIAN VETERINARY MEDICAL ASSOCIATION**

### **POLICY ON VETERINARY TECHNOLOGY**

The CVMA recognizes the value of veterinary technicians as an integral component of veterinary medicine and urges full utilization of the veterinary health care team by appropriate delegation of tasks and responsibilities to support staff.

#### **Nomenclature**

Veterinary technology is the science and art of providing technical support to veterinarians. The CVMA accredits programs that graduate animal health and veterinary technicians or technologists. For the purposes of these policies and procedures, the terms “animal health” and “veterinary” are considered synonymous.

An animal health technologist/veterinary technician is a graduate of a two- or three-year CVMA- or AVMA-accredited program in veterinary technology.

**Veterinary assistant:** The adjectives animal, veterinary, ward, or hospital combined with the nouns attendant, caretaker, or assistant are titles sometimes used for individuals where training, knowledge, and skills are less than those required for designation as a veterinary technician or technologist.

The CVMA will encourage schools, organizations, and regulatory authorities to use the standard terminology described above, but will not attempt to interfere, except through educational efforts, with the actual terminology used.

#### **The Role of Veterinary Technicians**

The veterinary technician’s role is to support the veterinarian providing animal health care.

The duties of veterinary technicians shall be performed under the direction, supervision, and responsibility of veterinarians. These duties shall be accomplished in compliance with federal, provincial, and local laws. These duties shall not include diagnosis of disease, prescribing medication, or performing surgery except where explicitly permitted by regulation.

The veterinary technician must be knowledgeable in the care and handling of animals, their normal and abnormal life processes, medical and surgical nursing, anesthesiology, diagnostic imaging, and clinical laboratory procedures.

#### **The Role of the CVMA**

The CVMA offers consultation on education of veterinary technicians, their utilization, regulation, and other related matters.

The CVMA recognizes the Canadian Association of Animal Health Technologists and Technicians (CAAHTT) as the national organization representing veterinary technicians and the Association of Veterinary Technician Educators (AVTE) as the national organization representing veterinary

technician educators. The CVMA welcomes and encourages the participation and support of veterinary technicians in public relations efforts to promote the use of veterinary services including the appropriate utilization of veterinary technicians.

## **Education**

The CVMA - Animal Health Technologist/Veterinary Technician Program Accreditation Committee (AHTVTPAC) is charged with the responsibility to assess programs in veterinary technology, on behalf of the CVMA. To become accredited, programs must meet the Standards of Accreditation approved by the CVMA. The standards are designed to ensure that the educational experience offered by the program will produce a graduate with the appropriate knowledge and skill to be a competent veterinary clinical technician.

## **Continuing Education**

The AHTVTPAC encourages the development of additional educational and career advancement opportunities for veterinary technicians.

## **Accreditation**

Accreditation of post-secondary educational programs in veterinary technology is based on the provisions outlined in the document "CVMA – Technician Training Program Accreditation Standards". An institution with a distance learning program associated with a traditional program may request that the distance learning program be accredited separately.

## **Regulation of Veterinary Technicians**

Examination and regulation of veterinary technicians are the responsibilities of provincial technician associations. Provincial veterinary practice legislation limits the veterinary activities that can be performed by non-veterinarians. The legislation may permit veterinary technicians to perform all activities for which they are trained, but does not allow them to diagnose, prescribe, or perform surgery.

## **Veterinary Assistant Programs**

The CVMA does not accredit veterinary assistant programs. The staff members of accredited veterinary technology programs, that also offer veterinary assistant programs, have an obligation to explain program differences to potential students and the community. Any information publicizing the institution's programs should indicate which programs are accredited by the CVMA.

Because establishment of a veterinary assistant program may dilute the instructional resources available for the accredited veterinary technology program, the AHTVTPAC reserves the right to request information about such a program and its relationship with the accredited program.

## **Section II. CANADIAN VETERINARY MEDICAL ASSOCIATION**

### **TECHNICIAN TRAINING PROGRAM ACCREDITATION COMMITTEE MANDATE AND STRUCTURE**

#### **Purpose**

The intent of the CVMA is to identify the minimum standards for education and training qualified personnel who can become part of the veterinary health care team. CVMA approval serves to inform the public that a program offers an acceptable standard of education and training for animal health technologists and veterinary technicians. The graduates benefit by having their competence recognized and prospects for employment mobility enhanced.

In order to fulfill these functions, the CVMA encourages training programs to meet the standards defined for the curricula and the requirements for equipment and instructional resources.

#### **Objective**

The objective of the accreditation process is to identify and certify animal health technology and veterinary technician education programs whose graduates are considered to be competent to assist veterinarians in clinical practice and to encourage further development of such programs in Canada.

#### **Mandate**

Under the guidance of, and having responsibility to, the council of the CVMA, the committee shall:

- recommend the accreditation standards for animal health/veterinary technology training programs for CVMA Council approval.
- regularly review and propose amendments to the standards to keep the process current with technological changes in veterinary clinical practice.
- respond to requests from animal health and veterinary technology training programs for CVMA accreditation.
- provide a consultation service, on behalf of the CVMA, concerning the status of programs in Canada, the procedure to follow in establishing new programs to meet accreditation standards and respond to queries regarding technician training.

#### **Appointment**

The CVMA shall appoint a committee of six including:

- a CVMA member to chair the committee
- a CVMA member, who is or was a practitioner, with experience in employment of technicians.
- a CVMA member, who is or was an educator, not currently employed in an AHT/VT program.
- a member of the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association, to be named by the CVTEA

- two veterinary technicians from nominations submitted by the Canadian Association of Animal Health Technicians and Technologists (CAAHTT) and who are not currently employed by an AHT/VT program.
- the CVMA may, from time to time, appoint a public member
- ex officio, a CVMA Council member to serve as liaison with the Council.

The Committee shall be subject to the “Role and Terms of CVMA Committees.”

**In turn, the CVMA Council shall:**

- acknowledge receipt of all correspondence, reports and concerns submitted by the committee
- communicate Council decisions affecting the functioning of the committee, in a timely manner.
- maintain a current list of accredited programs for public information and regularly communicate the status of each program to the veterinary technician and veterinary medical associations, the CVTEA and the coordinators of accredited programs.

**Tenure**

Similar to other CVMA committees, members are appointed annually for a one-year term, but will be expected to serve for three years with a maximum of six consecutive terms.

**Meetings**

The committee shall meet at least once a year; this may be in conjunction with a site visit or concurrent with the annual CVMA committee meetings.

**Reports**

The committee shall submit an annual report to the CVMA as well as reporting immediately after each site visit.

**Fees**

The CVMA shall collect annual fees from all accredited programs. New programs will be assessed an initiation fee, the amount to be set by Council (currently \$6,000), and submitted prior to the first site visit; if accreditation is granted, annual fees will be levied thereafter. Should additional site visits be necessary prior to achieving full or provisional accreditation, full cost recovery will be assessed for such visits. In the event that accreditation lapses, is lost through deficiencies or by default of payment of fees, reaccreditation will require a site visit for which full cost recovery will be assessed.

The annual fees will be reviewed periodically and adjusted to maintain full cost-recovery for the operation of the accreditation program.

## **Expenses**

The members of the committee and site visit teams will regularly submit approved expenses (travel, accommodation, meals, honoraria, telephone, postage etc.) to the CVMA for reimbursement from the funds generated by the annual fees. The honoraria for members of the site visit team are at the rate of \$225 per day for animal health technologists/veterinary technicians and veterinarians, \$275 per day for the chair of the team, up to a maximum of \$1,850 per site visit.

## **Standards of Conduct**

The committee members and site visitors shall be bound by the CVMA “Code of Conduct” which defines the standards of conduct as they pertain to loyalty, commitment, legality, integrity, confidentiality interpersonal relationships and conflicts of interest.

## **Confidentiality**

All information related to the accreditation of a veterinary technology program is strictly confidential. This includes, but not limited to, evaluation reports, letters, self-evaluation and accreditation materials, interim and annual reports, correspondence, and the content of any discussion related to the program and/or its accreditation. All requests for information related to a specific institution and/or program must be referred to the CVMA staff or to the respective institution.

## **Integrity**

To foster confidence in the accreditation process, the technology program, the CVMA and the AHTVT Program Accreditation Committee must be assured that functions assigned to each entity are clearly understood.

### **Integrity - Veterinary Technology Program**

- the program must present accurate information to the AHTVTPAC for accreditation evaluation, and must allow access to all parts of the operation during the site visit.
- the program must refrain from misleading advertisement of the program, and must correct any inaccuracy in a timely manner.
- the program must make every effort to protect students. The protection must include, but is not limited to, unbiased grading procedures and access to educational opportunity, scholarships, and student services.
- if a program releases information regarding its accreditation status, the information must be correct. Should misinformation be released, the college must correct the information in a timely manner.

### **Integrity – AHTVTPAC**

- during the evaluation process, the AHTVTPAC must evaluate the program only on the standards that have been approved by the CVMA Council;

- the application of the standards to all programs must be unbiased.
- the site visit and deliberation toward the assignment of accreditation status must be conducted with the highest ethical standards.
- all material, discussion, and the decision of the AHTVTPAC regarding accreditation must be confidential. Copies of reports and supporting documents shall be shredded after the site visit report has been approved by the CVMA Council.
- the AHTVTPAC must recognize institutional and program diversity when making accreditation decisions.
- the CVMA must inform all provincial, institution, and program officials of matters related to accreditation in a timely manner.

## AHTVTPAC Roster 2010

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## **Section III. CANADIAN VETERINARY MEDICAL ASSOCIATION**

### **TECHNICIAN TRAINING PROGRAM ACCREDITATION STANDARDS**

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 to protect the public by identifying goals and assisting institutions in achieving these goals. The following minimum standards have been established by the CVMA to assess and enhance the quality of accredited veterinary technology programs.

All accredited programs must meet the Standards for Accreditation. The standards are intended to assist programs in preparing entry-level veterinary technicians and are written to allow flexibility in the design and implementation of a program. It is recognized that the standards reflect an evolving process and are subject to change.

The following definitions shall be used in applying the Standards:

- must, shall: indicates an imperative need, duty or requirement; an essential or indispensable item; mandatory.
- should: indicates the recommended and highly desirable manner in which to attain the Standard. Compliance is expected unless there are extraordinary and justifiable circumstances that preclude full compliance.
- may: indicates freedom or liberty to follow a suggested alternative.

#### **1) Institutional Accreditation**

An accredited veterinary technology program must be part of an institution of higher education accredited by an agency recognized by the appropriate national, provincial, or regional agency with that authority.

#### **2) Finances**

Sustainable financial support must be adequate for the program to attain the educational goals and support its mission.

#### **3) Organization and Communications**

- a. the program must define its goals and develop a strategic plan to achieve its objectives.
- b. roles of the administrators and the lines of communication between the institution and the program director must be clearly defined.
- c. program relationships with students, faculty, administrators, and the public must be conducted with integrity. Policies and available educational services for veterinary technology students must be clearly defined and consistent with those provided to all students enrolled in the parent institution.

- d. the AHTVTPAC must be apprised of major changes in administration, organization, association with the parent institution, curriculum, faculty, or stated objectives. Such major changes must be reported to AHTVTPAC within sixty days of implementation and must document how the program will continue to comply with accreditation Standards.
- e. the program must have an Animal Health/Veterinary Technician Training Program Advisory Committee that meets at least annually, to provide counsel to the veterinary technology program regarding equipment, curriculum, demographic trends affecting employment of veterinary technicians, and other matters pertaining to the program. Membership must include veterinarians and veterinary technicians, ideally with diverse professional interests (companion animals, large animal, laboratory animal practice) as well as industry representation. A functional advisory committee should exempt faculty and students. Faculty and students can be invited to provide specific information to the advisory committee. The program director or director's appointee is an adequate representative of the program.
- f. programs in which there are agreements between two or more institutions are recognized; when a shared program meets the criteria for CVMA accreditation, the institution granting the certificate will be awarded the accreditation status.
- g. communication and interaction with veterinary technician educator associations (i.e., Association of Veterinary Technician Educators), veterinary medical associations and veterinary technician associations should be maintained.

#### **4) Physical Facilities and Equipment**

- a. all aspects of the physical facilities must provide an environment conducive to learning and the achievement of the educational goals. Classrooms, teaching laboratories, and other teaching spaces shall be clean, maintained in good repair, adequate in number, appropriate in capacity, and provided with sufficient equipment to meet the instructional need and the number of students enrolled.
- b. clinical facilities must emulate contemporary veterinary facilities. Standard types of laboratory and clinical equipment, consistent with those used in contemporary veterinary facilities, shall be provided and shall comply with the list of Resources for Clinical Instruction (part 5 of Section VIII).
- c. office space must be sufficient for the instructional, advisement, and administrative needs of the faculty, staff, and program.
- d. animal housing must be consistent with accepted humane standards and federal and provincial regulations (see 5b).
- e. safety of students, program personnel, and animals must be a prime consideration.

- f. drugs, biologics, reagents, and other materials used in conjunction with animal care shall be currently dated and appropriately labeled. Materials used for demonstration purposes must be appropriately identified and stored. Controlled substances shall be stored and logged in accordance with government legislation.
- g. waste management shall be appropriate for the needs of the program and consistent with regulatory agency requirements.
- h. storage must be sufficient for program needs.

## **5) Resources for Clinical Instruction**

- a. animals of various common domestic and laboratory animal species must be available for use in teaching. Adequate numbers of animals are required to provide the necessary quantity and quality of clinical instruction to meet curriculum requirements without overuse of the animals or violation of standards of humane care.
- b. programs must follow all applicable federal and provincial regulations and guidelines for the care and use of animals utilized by the program. The institution must have an Animal Care Committee to monitor and approve the use and care of animals used in teaching and with sufficient authority to enforce humane animal care practices in all aspects of the program. The goal of the Canadian Council on Animal Care (CCAC) is to ensure appropriate care and use of animals by institutions involved in research, teaching and testing. Institutions complying with CCAC standards are awarded a Certificate of Good Animal Practice (GAP). A GAP certificate is a requirement for CVMA-AHTVT training program accreditation.
- c. the use of models and other alternate methods of teaching should be considered, as long as the goals and requirements of the curriculum are met.
- d. records and logs for animals used by the program must be comprehensive and accurately maintained.
- e. off-campus providers of instructional support must meet objective requirements set by the program with respect to the physical facilities, staff, and available equipment. A memorandum of understanding or contractual arrangement must be established with all off-campus sites including, but not limited to, externship, preceptorship, and distance learning sites.
- f. The CVMA discourages providing clinical veterinary services to the public by programs educating veterinary technicians. If clinical veterinary services are offered, programs must stress that student instruction is the primary purpose of clinical resources and that all animals, regardless of ownership, are used as teaching resources and not primarily for revenue.

## **6) Library and Informational Resources**

- a. libraries and information retrieval are essential for veterinary technicians' education and continuing education. Timely access to current information resources through print, electronic media, and/or other means must be available to students, faculty, and staff. Students must have access to a qualified librarian or resource specialist.
- b. knowledge of quality information resources, library use and development & application of information retrieval skills must be included in the educational experience.

## **7) Admissions**

- a. the institution and program admission policies must be well defined and documented.
- b. applicants must have a high school diploma or its equivalent. Consideration of the qualifications of applicants for admission must include aptitude for, and interest in, a career in veterinary technology.
- c. the AHTVTPAC recognizes that some institutions must perform under admissions policies that prohibit selective entry into veterinary technician education programs. However, the development and consistent application of selective admissions standards may be helpful in admitting more qualified students, reducing attrition, and producing graduates who are most likely to succeed and, therefore, should be encouraged.
- d. catalogues, websites, or other official publications must contain the institutional and programmatic purposes and objectives, admission requirements and procedures, academic offerings, degree granted, and requirements for graduation. This information must include the length of time necessary to complete the course, policies with respect to satisfactory academic progress, policies on transfer of credits, tuition, fees, and other program costs: refund policies; and the provincial and national requirements to become licensed as a veterinary technician.
- e. the institution and program must demonstrate integrity and responsibility in student recruitment practices. Personnel who are knowledgeable about the program and its requirements should conduct student recruitment.
- f. the program director or appointee should participate in the deliberations of the admissions committee and selection of students.

## **8) Students**

- a. the number of students must be consistent with program goals and must not exceed the available resources or the number of faculty and support staff needed to meet the educational objectives of the curriculum. The instructor to student ratio must be sufficient to ensure student safety and adequate delivery of instruction in a variety of teaching environments.

- b. student support services must be available within the institution for program students. Interactions between students and faculty/staff must be sufficient to communicate expectations for successful academic performance, provide feedback for improvement of skills or knowledge, and encourage professional growth and development.
- c. throughout the curriculum, students must be exposed to veterinary team concepts and appropriate modeling of ethical and professional behavior.
- d. students should be encouraged to affiliate themselves with respective local, provincial and national veterinary technician associations.
- e. the program must develop a legally defensible pregnancy policy for the protection of the individual and the institution.

## **9) Faculty and Staff**

- a. faculty and staff numbers must be sufficient to deliver the educational program and meet the instructional goals of the program.
- b. instructors in the program must have knowledge and expertise in the topics they teach and promote the appropriate role of the veterinary technician in the veterinary health care team. Instructional duties must not violate provincial laws regarding the practice of veterinary medicine.
- c. the program director must be a licensed veterinarian or a veterinary technician who is a graduate of a CVMA or AVMA accredited program and/or currently holds veterinary technician credentials and has the educational background and occupational experience appropriate to understand and fulfill program goals. The position of the program director should be full time within the institution.
- d. the program director must have the responsibility, authority, and support necessary to manage the program successfully. The director must be responsible for organizing continuous program review and development processes that assure program effectiveness. The director's appointment must include sufficient time for administrative and teaching responsibilities as well as opportunities and support for professional development. This shall be documented in a written job description that shall clearly define the position of director within the institutional hierarchy.
- e. each program must have a minimum equivalent of one full-time licensed veterinarian and a minimum equivalent of one full-time veterinary technician who is a graduate of a CVMA or AVMA accredited program and/or is currently registered as a veterinary technician.
- f. academic positions must offer sufficient compensation, incentives, and employment security to attract and retain qualified personnel in order to maintain program stability. Faculty and staff must have sufficient time for development and delivery of instruction, curriculum

development, student evaluation, student advisement and counseling, and professional development.

- g. the institution must provide evidence that it evaluates faculty regularly and assists and facilitates professional growth. Faculty members should be participating members of local, provincial, and national professional associations.
- h. for off-campus clinical experiences, students and faculty should seek progressive contemporary facilities that employ graduates of CVMA or AVMA accredited programs in veterinary technology and/or are registered as veterinary technicians to act as professional role models and mentors.

## 10) Curriculum

- a. the curriculum must prepare graduates who will be fully capable of performing in a wide variety of professional roles within the veterinary field. At the completion of the curriculum, graduates must have attained entry-level skills needed to support companion animal, equine, and food animal practice, biomedical research, and other veterinary medical activities. The curriculum shall provide a foundation in veterinary technology that will inspire the student to continue life-long learning.
- b. the specific courses shall teach basic medical science, communication, critical thinking, decision making, and clinical application skill. Integration of nursing, medical and technical skills within the curriculum must use live animals and should be developed in a setting and under conditions that are a reflection of the manner in which graduates will use these skills.
- c. the curriculum must include specific veterinary technology course content. Course objectives must be clearly communicated to the student through syllabi or other course documents. Course offerings to meet curriculum requirements typically take 2 or 3 years to complete.

### ***SPECIFIC COURSE MATERIAL:***

Anesthesia, including induction, monitoring, and instrumentation  
Animal husbandry, including restraint, behavior, species and breed identification, reproduction, sex determination, and human-animal bonding  
Diseases, preventive medicine (including dentistry), and nursing of companion animals, food-producing animals, horses, exotic species, and laboratory animals  
Economics in veterinary practice  
Ethics, professionalism, and legal applications in veterinary medicine  
Humane animal care and management  
Introduction to laboratory animal medicine  
Medical terminology  
Necropsy techniques  
Nutrition and principles of feeding  
Orientation to the profession of veterinary technology  
Pharmacology for veterinary technicians  
Principles of imaging, including radiography and ultrasonography  
Value of professional organizations  
Life long learning concepts  
Safety Issues, with emphasis on zoonoses and occupational safety including WHMIS training.

Surgical nursing and assisting, including instrumentation  
Technician utilization and team concepts of health care delivery  
Veterinary anatomy and physiology  
Veterinary clinical pathology and parasitology  
Veterinary microbiology and immunology  
Veterinary office management and elementary computer skills

- d. a practical veterinary experience that expands student knowledge and builds proficiency of acquired skills through task-specific exercises is a required portion of the curriculum. These experiences are usually termed preceptorships, practicums, internships, or externships and are for the purpose of honing skills learned in the more formal instructional settings. These practical experiences must be monitored by the program director or the director's appointee who must be a program faculty or staff member. Prior to the beginning of the practical experience, on-site supervisors must be contacted by the program. During the practical experience, contact must be maintained with students and their on-site supervisors to monitor students' personal and educational experiences. It is highly recommended that such contact take place through personal visits and interviews by the program director or appointee. Specific criteria must be used to assist on-site supervisors in monitoring student progress. The program director or appointee shall review student performance evaluations by on-site supervisors, student evaluation of the experiences, and a final student performance evaluation.
- e. successful completion of each essential task must be documented and evaluated by program personnel using standardized criteria that reflect contemporary veterinary practice.
- f. CVMA recognizes that academic institutions may accept credits from other colleges, universities or recognized educational entities. However, if the program accepts veterinary technician-related course credit from institutions not accredited by the CVMA or AVMA, the program must ensure that the rigor of transfer courses meets CVMA/AVMA standards. Documentation of this assurance may be requested for review during the program accreditation process.
- g. the AHTVTPAC recognizes that a program may wish to emphasize certain areas within the curriculum to capitalize on regional variation, institutional strengths, and available job markets. This emphasis should be clearly stated in the mission statement/objectives of the program, and the curriculum shall then reflect that emphasis. A choice to emphasize one aspect of the curriculum must not interfere with the acquisition of all skills listed on the Veterinary Technology Student Essential and Recommended Skills list.

## **11) Outcomes Assessment**

The program shall develop program-specific outcome assessment instruments that assist in determining attainment of the educational goals. Such instruments shall include, but are not limited to: attrition rates, Veterinary Technician National Examination (VTNE) results, applicable state and provincial examination pass rates as well as graduate and employer surveys. Outcomes assessment results must be used to improve the program.

## Section IV. CANADIAN VETERINARY MEDICAL ASSOCIATION

### TECHNICIAN TRAINING PROGRAM ACCREDITATION CLASSIFICATIONS

The final appraisal of each program is based on a review of the total educational program by an evaluation site team visit and accreditation decision by the CVMA, with consideration given to each stated objective and the Standards as listed. The current classification of a program in veterinary technology shall continue to be in effect until the latest site visit report and recommendations are acted upon by the CVMA. The accreditation classification of each program will be published annually and made available upon request.

**Full Accreditation** – programs that substantially meet all Standards of Accreditation. Full Accreditation shall be valid for a period of five years and may be extended for a further two year period. Full accreditation is subject to submission of satisfactory annual reports.

**Provisional Accreditation** – new programs that have made significant progress towards meeting the Standards of Accreditation. The program will remain on provisional accreditation until achieving full accreditation, or for a period not to exceed three years. Programs with provisional accreditation may be placed on probationary accreditation or accreditation withdrawn if the program does not provide continuing evidence of progress toward meeting all standards, or if it has been on Provisional status for 3 years. Once graduates have been produced and outcomes have been collected and analyzed, a provisionally accredited program may petition for full accreditation. A site visit will be required prior to an accreditation decision.

**Probationary Accreditation** – an accreditation status assigned to a program that has specific deficiencies in one or more Standards. The deficiencies are of such a nature that they can be corrected in a reasonable length of time, not to exceed two years. Prior to expiration of this prescribed period, the AHTVTPAC may either review requested reports, request that an institutional representative appear before AHTVTPAC or conduct a special site visit to determine if the deficiencies have been corrected.

If at the end of the two year time frame, deficiencies have been corrected and there is evidence to support full compliance, the program may be granted the appropriate level of accreditation for the remainder of the accreditation cycle, as determined by CVMA. A program which has been fully accredited previously may only return to Full Accreditation, while a new program that has been on Provisional Accreditation may be returned to Provisional Accreditation for no longer than the balance of the three year period for Provisional Accreditation. Conversely, if at the end of the two year time period, the program can provide reasons acceptable to the CVMA for its inability to comply with all the Standards, the CVMA may extend Probationary Accreditation for a good cause, for a further period not to exceed one year.

Interim measures must be taken to ensure education of technician students. If the reasons for non-compliance do not have merit, the CVMA must take immediate action to place the Program on **Accreditation Withdrawn**.

**Terminal Accreditation** – will apply to programs that are voluntarily discontinuing. Terminal accreditation designates those programs that are voluntarily discontinuing, have met the

requirements for Terminal Accreditation as set by the CVMA but are not able to address other essentials that address continuity of a program such as graduate surveys, long term support for the program, etc.

Students enrolled at the time a program is terminally accredited will be considered graduates of an accredited program when they complete the curriculum.

**CVMA may grant terminal accreditation if:**

- a. the program or institution notifies CVMA of its intent to discontinue and requests consideration for Terminal Accreditation status.
- b. an interim report is submitted within 6 weeks of the program's notification of CVMA of the intent to terminate the program that describes how the academic quality and integrity of the educational program will be maintained, as described by the applicable CVMA requirements, for the currently enrolled students and the program commits resources adequate to complete the education of currently enrolled students.
- c. no additional students are admitted to the program.

Once Terminal Accreditation is granted:

- a. the institutional president (or chief officer) and program director are notified immediately by the CVMA in writing of the classification status and the reasons therefore.
- b. the CVMA will notify appropriate licensing agencies and veterinary medical associations of actions taken.

Terminal Accreditation is maintained provided the program:

- a. submits an interim report on the progression of the plan for program closure 60 days prior to each AHTVTPAC meeting.
- b. the submitted interim report indicates compliance with applicable CVMA requirements.
- c. no additional students are admitted to the program.

Terminal Accreditation will be withdrawn if:

- a. the program or institution fails to communicate with CVMA on the status of the program closure as required.
- b. applicable CVMA requirements are not met during closure of the program.
- c. additional students are enrolled after the announcement of the intent to close the program.

**Procedures for Programs with Classification of Terminal Accreditation**

1. Major changes in the program must be reported to CVMA within thirty days of implementation. This report must document how the program will continue to comply with the accreditation standards.

2. The classification of terminal accreditation is intended to protect enrolled students from the disadvantage of graduating from a non-accredited program and may continue no longer than necessary to protect the education interests of such students.
3. During the period of terminal accreditation, a special site visit may be required to determine whether the program is meeting the condition for terminal accreditation as stated above. The site visit and information furnished in writing by the program will be considered by the CVMA to determine if terminal accreditation should continue.
4. Follow graduation of enrolled students of programs with terminal accreditation, accreditation will be withdrawn.

Graduates of a program classified as Provisional, Probational, or Terminal Accreditation are considered to be graduates of a CVMA accredited program in veterinary technology.

**Accreditation Withdrawn** – accredited programs that have had their accreditation withdrawn.

#### **Procedures for Programs with Classification of Accreditation Withdrawn**

1. Major changes in the program must be reported to CVMA within thirty days of implementation. This report must document how the program will continue to comply with the accreditation standards.
2. The classification of accreditation withdrawn is assigned because enrolled students have not been protected from the disadvantage of graduating from a non-accredited program. Students enrolled in a program with the accreditation withdrawn will not be graduates of an accredited program.

#### **A program will have accreditation withdrawn if:**

- a. a Program has been on probational accreditation for two years with no significant progress to report.
- b. an institution is voluntarily closing its doors and does not meet the requirements for Terminal Accreditation.

#### **When accreditation is withdrawn:**

- a. the institutional president (or chief officer) and program director are notified immediately by the CVMA in writing of the classification status and the reasons therefore. The CVMA will notify appropriate licensing agencies and veterinary medical associations of actions taken.
- b. not later than 30 days after the date of the assignment of accreditation withdrawn, the program may initiate appeal proceedings as described in the CVMA Procedures for Appeal of Adverse Decisions on Accreditation.

If a program wishes to regain accreditation, the program must:

- a. submit an application for accreditation.

- b. pay all applicable fees.
- c. commit resources adequate to complete the education of currently enrolled students.
- d. undergo a site visit to determine whether the program is meeting the standards of accreditation as stated in the Policies and Procedures of the CVMA-AHTVTPAC. The site visit and information furnished in writing by the program will be considered by the CVMA to determine if accreditation can be reinstated.

Graduates of the program after the date that accreditation is classified as “withdrawn” will not be considered graduates of a CVMA accredited program.

## **Section V. CANADIAN VETERINARY MEDICAL ASSOCIATION**

### **APPEAL OF ADVERSE ACCREDITATION DECISIONS**

An adverse decision on accreditation is defined as withholding initial or renewed accreditation, denial of a request for change in accreditation status, or the granting of less than full accreditation status.

In the event of an adverse decision by the Animal Health Technologist/Veterinary Technician Program Accreditation Committee (AHTVTPAC), the affected institution may petition for review of the decision on the grounds that AHTVTPAC disregarded established CVMA approved criteria for accreditation, failed to follow stated procedures, or failed to consider all the evidence and documentation presented at the time of the evaluation. When an institution petitions for review of a decision, the following procedure will apply.

1. Not later than 30 days from receipt of the final evaluation report and recommended accreditation status, the Chief Executive Officer of the institution affected shall notify the President of the CVMA, in writing, that a review of the decision is requested. Not later than 60 days after the date of the notification of the adverse decision, the institution shall submit documentation supporting the appeal.

An advance deposit of \$5000 must accompany the documentation materials and will be applied against the expenses incurred by the hearing panel. Additional necessary expenses shall be paid by the institution, and any surplus shall be reimbursed.

2. The President of the CVMA shall appoint a hearing panel comprising five people, none of whom shall be members of AHTVTPAC. The President of the CVMA shall name the Chair of the panel.
3. A hearing shall be held at a mutually convenient time and place within six months of receipt of documentation supporting the petition. CVMA staff will schedule and organize the hearing and notify the hearing panel, the institution and AHTVTPAC members by registered mail.
4. At any hearing, the petitioner and AHTVTPAC have the right to present witnesses, submit any evidence pertinent to the case, and to question witnesses; persons giving oral testimony shall be sworn in by the Chair of the hearing panel. Before permitting testimony relating to the character or general reputation of anyone, the panel shall satisfy itself that the testimony has a direct bearing on the case at issue. Although the hearing process does not require legal counsel, the hearing panel and/or the AHTVTPAC may have legal counsel present to advise it with respect to procedure.
5. The hearing panel may either affirm the decision of AHTVTPAC or recommend to AHTVTPAC that it reconsider the decision, giving reasons in either case. The written conclusion of the panel shall become a permanent record.
6. The initial accreditation status of the program involved shall remain unchanged.

During the review, and there shall be no public notice of an adverse decision until the review is complete and a final decision has been rendered.

7. The Chief Executive Officer of the institution and Director of the program will be provided with detailed copies of the decision of the hearing panel.
8. At the discretion of the hearing panel, or upon the advance request in writing of either the petitioner or AHTVTPAC, a transcript of the proceedings may be made. The cost will be borne by the party requesting it.
9. Travel, meals, and lodging for the hearing panel and witnesses will be at the expense of the institution requesting the hearing. Expenses will be reimbursed by the CVMA and charged to the institution requesting the hearing. Any other cost that may be incurred by petition for review shall be provided for by the institution requesting the hearing.
10. The report of the hearing will be considered at the next regular meeting of the AHTVTPAC. In the event that the hearing panel has recommended reconsideration of the initial decision of the AHTVTPAC, all deliberations of the AHTVTPAC, as well as the factors considered prior to the final decision, shall be a matter of record. The final decision on the appeal rests with the AHTVTPAC.
11. Not later than 30 days after the announcement of a final decision subsequent to a hearing, either the institution or AHTVTPAC may petition for rehearing of new evidence that could not, with reasonable diligence, have been discovered and produced at the original hearing. The procedure for a rehearing shall be the same as that described in paragraphs three through nine above. No more than one petition for rehearing may be filed by any party in a case.

**Section VI. CANADIAN VETERINARY MEDICAL ASSOCIATION  
TECHNICIAN TRAINING PROGRAM ACCREDITATION PROCEDURES**

Upon request for CVMA accreditation by the institution offering a program in Animal Health/Veterinary Technology, the CVMA shall inform the Chair of its Animal Health Technology/Veterinary Technician Training Program Accreditation Committee (AHTVTPAC) hereafter known as “the Committee”.

1. The CVMA shall provide the program with a copy of each of:
  - the CVMA Policy on Veterinary Technology; (Section I)
  - the Mandate and Structure of the Committee; (Section II)
  - the Accreditation Standards; (Section III)
  - the Accreditation Classifications (Section IV)
  - the Appeal of Adverse Decisions (Section V)
  - the Accreditation Procedures (Section VI)
  - a Self-Study Report to include lists of equipment and instructional resources, instructors and subjects taught and the essential tasks to be accomplished by the students prior to graduation. (Section VIII)

The Self-Study report, when submitted to the Committee, is reviewed and, if no major deficiency is apparent, a site visit team will be appointed.

2. The Committee will assemble an Evaluation Committee (Site Visit Team) with a maximum of five members including a Chair, who shall be a member of the AHTVTPAC, one or more CVMA members, and one or more AHT/VT's (if possible from nominees provided by the respective provincial associations) having regard for participants being relatively local to the area in which the program is located and, possibly, a member of the public. Experience with employment of technicians (the CVMA member), graduation from other accredited programs (AHT/VT members), and non-involvement in advisory or teaching roles with the program should be sought in prospective team members. When assembled, the Evaluation Committee will be given all relevant material submitted by the institution, including the self-study report, and asked to make a site visit, prepare a report and submit recommendations to the CVMA-AHTVTPAC.
3. During the site visit, the team will:
  - a. interview the program director;
  - b. inspect the physical facilities, equipment and library;
  - c. interview the faculty members and staff;
  - d. review the curriculum and course outlines
  - e. interview students;
  - f. consult privately to review findings;
  - g. report findings verbally to the chief executive office of the institution;
  - h. report findings to program director.

4. After the site visit, the team will:
  - a. submit its report and recommendations on accreditation status to the Committee;
  - b. the Committee will review the report and, when satisfied with the content and recommendations, forward it to the CVMA Council and the CEO of the institution.
5. The CVMA Council will receive the report, determine the accreditation status and inform the Director of the AHT/VT training program, the chief executive officer of the parent institution, the Chair of the Accreditation Committee, and all accredited programs and Veterinary Medical and Animal Health/Veterinary Technician Associations in Canada.
6. Major changes in personnel or curriculum must be communicated to the CVMA by the institution and may necessitate re-evaluation of the accreditation classification.
7. Program administrators must annually inform the Chair, CVMA-AHTVTPAC, of the steps taken to meet criticisms and of responses to recommendations contained in the accreditation report. Accreditation may be withdrawn from a program that fails to provide an annual report by the due date or fails to invite a site visit at the required time. (Annual Report Form – pages 3-4)
8. The expenses of inspection shall be borne by the CVMA from funds generated by assessments on new programs and annual fees charged to accredited programs.

### **Exceptional Circumstances**

Notwithstanding the prescribed requirements for accreditation, the CVMA Council, on the recommendation of the AHTVTPAC, may temporarily waive any requirement for accreditation to accommodate temporary or unusual circumstances which do not otherwise affect the acceptability of the program for accreditation.

## AHTVTPAC Annual Report Form

1. Cover page to include:  
Name of Institution  
Date of Report  
Author of Report
  
2. Format:  
Concise but complete  
Single-side, single space  
Pages numbered
  
3. List all critical and major recommendations from your last Report of Evaluation and describe the steps taken to meet the recommendations. If a recommendation has been met and previously reported, reference the date of that report. If a recommendation is not met, provide a timetable for fulfillment.
  
4. List all minor recommendations from your last Report of Evaluation and describe progress toward meeting them.
  
5. Briefly describe program or organizational changes since last report.
  
6. Briefly describe any distance learning the program is conducting, if not a Distance Learning Program.
  
7. Describe the process, and provide one example, of the standardized criteria used to evaluate essential tasks (e.g. placement of IV catheter, administer tablet to animal, Schirmer tear test, etc.). Materials used by instructors to assess skills may include worksheets, checklists, etc. Please refer to the web site of Purdue University, at <http://www.vet.purdue.edu/vettech/essentialist.htm>, for further examples.
  
8. Provide the number of students at each stage of the curriculum for the current academic year.
  
9. Total number of **clock** hours in the curriculum. \_\_\_\_\_
  
10. What is the primary focus of the curriculum (companion animal, laboratory animal, large animal)? List in rank order, if more than one. \_\_\_\_\_
  
11. Total number of clock hours of any externship/preceptorship? \_\_\_\_\_

12. Provide attrition information for current and past two academic years:

Academic year	No. of students who entered first year	No. of students who completed first year	No. of students who completed second year

Add a column for third year, if applicable. Provide a separate table for on-campus and distance education programs, if applicable.

13. Provide average age of current program students.

14. Provide approximate total current tuition, fees, books, and other personal expenses (this is the total cost to the student from admission to graduation).

15. Submit full VTNE reports provided by the exam supplier, and summarize for the current and past 2 academic years (do not submit individual student scores).

16. Indicate the number of faculty/staff directly involved with the AHT/VT program. (do not include general education instructors.)

	Number	FTE
Veterinarian		
Veterinary Technician		
Other		

17. Provide the following salary information for the animal health/veterinary technician program faculty/staff:

Average annual salary – DVM instructor	\$
Average annual salary – AHT/VT instructor	\$
Average annual salary – other instructors	\$

Are the salaries for 9 months \_\_\_\_\_ , 10 months \_\_\_\_\_ , 12 months \_\_\_\_\_ ?

## **Section VII. CANADIAN VETERINARY MEDICAL ASSOCIATION**

### **PROTOCOL FOR HANDLING COMPLAINTS DIRECTED AT A VETERINARY TECHNOLOGY PROGRAM**

The CVMA is interested in sustaining the quality and continuing the improvement of veterinary technology education programs and will accept complaints directed at a program. To ensure fairness to all parties, the CVMA will use the following procedures when considering complaints:

1. The CVMA staff will apply these criteria to determine if the complaint is appropriate for review by the Animal Health Technologist/Veterinary Technician Program Accreditation Committee (AHTVTPAC).
  - a. the complaint involves a CVMA accredited veterinary technology program or a developing program seeking CVMA accreditation.
  - b. the nature of the complaint, if verified, could potentially jeopardize a Program's ability to meet the Standards for CVMA Accreditation.
  - c. the complaint is written and signed by the complainant identifying his/her relationship to the program.
2. CVMA staff will acknowledge receipt of the complaint to the complainant within ten working days. If the complaint meets the preliminary criteria for review by the AHTVTPAC, a copy of the complaint procedure will be issued to the complainant.
3. Staff will notify the Program of the content of the complaint, the position of the complainant, and review the complainant procedure. The CVMA will take every precaution to protect the name of the complainant from being revealed to the Program; however, the CVMA cannot guarantee confidentiality of the complainant.
4. Staff will invite the Program to respond to allegations.
5. Staff will gather pertinent facts surrounding the complaint including the program's.
6. If, after the pertinent facts are gathered, CVMA staff, in consultation with the AHTVTPAC chair, and/or other members of AHTVTPAC as appropriate, determines that the complaint meets the criteria for review, the original complaint and the facts of the investigation will be forwarded to the AHTVTPAC.
7. The AHTVTPAC will review the complaint and facts to determine if action is necessary.
8. Both the program and the complainant will be notified of the AHTVTPAC and CVMA's decision. If the committee determines that action is necessary, staff will inform the program.
9. The program, or parent institution, has the right of appeal the action of CVMA if the decision results in a change of accreditation status for the Program.

The CVMA staff and the AHTVTPAC do not intervene on individual matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

**Section VIII. CANADIAN VETERINARY MEDICAL ASSOCIATION**

**TECHNICIAN TRAINING PROGRAM SELF-STUDY QUESTIONNAIRE**

Report of \_\_\_\_\_

\_\_\_\_\_  
**(title of program)**

\_\_\_\_\_  
(name of college or school)

\_\_\_\_\_  
(address)

Report by \_\_\_\_\_

(name)

(official position)

Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

In order to save time for all concerned during the evaluation visit, and to ensure accuracy of the records of the CVMA AH/VT Program Accreditation Committee, the self-study report must be provided to the CVMA office in an electronic format and a paper copy must be sent to each accreditation site visit team member requiring one. Please feel free to use other reports, current publications or tear sheets wherever applicable. When space provided is inadequate, please insert additional pages appropriately numbered by section and paragraphs. Please complete this material in detail. If you must leave a blank space, explain the reason for doing so or provide alternative information. If an index or table of contents can be provided with the material submitted, it will greatly enhance the review process.

Administration, faculty, and students should be fully involved in the self-study, and any active advisory committees should have an opportunity for input before the final report is sent to the CVMA. Self-evaluation should be an ongoing activity of the program. This form is offered as a general outline for the report. Please discuss each major section in detail in narrative form. If the program has participated in an institutional self-study in the past two years, appropriate parts of the report may be used in this report.

Principal Administrative Officers (if titles are not applicable, please provide appropriate terms)

President or Chief Executive \_\_\_\_\_  
Officer of college or School

Person in Charge of the Program \_\_\_\_\_  
Educating Animal Health/Veterinary Technicians

## 1. History

Provide a brief history of the program.

What national or provincial institution of higher education provides oversight and accredits your parent institution (i.e. Provincial Department of Education, etc).

## 2. Finances

- Total assets of the institution
  - Total liabilities of the institution
  - Revenue
    - provincial funds
    - student tuition and fees
    - grants
    - other (specify)
  - Expenditures
    - personnel
      - veterinarians
      - registered veterinary technicians
      - other technical personnel
      - non-academic personnel
    - benefits on salaries
    - other
    - equipment
    - supplies
  - Total Expenditures
  - Student Costs
    - tuition, resident
    - tuition, non-resident
    - total other fees
    - total equipment and books
1. Is the present budget adequate for the program needs?
  2. Are changes in the present budget needed? If so, What?
  3. What provisions are made for emergency needs outside the established budget?
  4. What assurance is there that the program will continue to be funded in future years?

### **3. Organization and Communication**

1. Identify the major and minor objectives of the program and the extent to which each is being met.
2. What is the primary focus of the program (companion animals, horses, food producing animals, laboratory animals)
3. Identify the strengths and weaknesses of the program
4. Describe the method used to assess the output of the program.
5. Indicate organizational placement of the program within the institution.
6. To whom is the person in charge of the program directly responsible?
7. Describe the line of communication between the program and the college administration.
8. Describe the coordination between the program and other programs of the college that contribute to the program's teaching effort.
9. Describe the advisory committees related to the program and how they contribute. Give date of the last advisory committee meeting and include a copy of the minutes from this meeting.
10. Describe contacts maintained with similar programs at other colleges.
11. Describe contacts with the public including high schools, potential employers, open houses, etc.
12. Describe contacts with the provincial animal health technician association. How does the organization's activity contribute to the quality of the program?

### **4. Physical Facilities and Equipment**

1. Give a narrative description of all facilities used by the program.
2. List all laboratories, classrooms, conference rooms, offices, and animal holding facilities. Please include the name of the building, assignable square feet, number of student spaces, types of room, and if the room is shared with another program.
3. Provide a diagram of the facilities available to the program.
4. Are classrooms, laboratories, animal holding areas and clinical facilities adequate? Explain.

5. Who is responsible for animal care?
6. Is classroom and laboratory space and clinical equipment adequate? Explain.
7. What additional equipment is needed?
8. Comment on safety measures.
9. Is office space adequate, including privacy for student counseling?
10. Is adequate storage space provided for program needs?
11. Are off-campus clinical sites used for primary instruction of student tasks, other than externships or practicums?
12. If used, describe the sites, how they are used for instruction, the number of students at each site at a given time, who is responsible to validate acquisition of required competencies at the site and how the program personnel monitor student learning activities at these sites.
13. Are “memoranda of understanding” in place with off-campus providers of instructional support that indicate the responsibilities of the sites, the program and the program students?

## 5. Resources for Clinical Instruction

This Checklist is designed to monitor resources used in educating animal health technicians.

*Items listed are required, unless otherwise noted. An asterisk (\*) denotes a recommended item and a double-asterisk denotes an optional item.* Additional inventory items should be attached to this checklist. Show numbers of each item where applicable.

<b>LIVE ANIMALS</b>	<b>OWNED BY PROGRAM</b>	<b>AVAILABLE</b>
Dogs		
Cats		
Horses/ponies		
Ruminants		
Swine		
Poultry		
Laboratory animals (Pocket Pets)		
Caged birds		
<b>INSTRUCTIONAL EQUIPMENT</b>		
Camera		
Computers		
LCD projector/power point		
<i>New teaching technologies (e.g., smartboard, re-susc-a-pet)*</i>		
Television/monitor		
Video recorder/player		
Other (specify)		
<b>SPECIMENS, MODELS</b>		
Small animal skeleton		
Large animal skeleton/limbs		
Other (specify)		
<b>CLINICAL EQUIPMENT</b>		
Anesthesia machine (large animals)		
Anesthesia machine (small animals)		
Halothane (Fluothane)		
Isoflurane		
Non-rebreathing system		
Waste anaesthetic gas exhaust system		
Autoclave		
Bathing & surgical prep equipment		
Cages complying with federal regulations		
Dehorers		
Dental instruments (manual)		
Dental instruments (machine)		
Electric clippers		
Electro-surgical equipment		

<b>CLINICAL EQUIPMENT (continued)</b>	<b>OWNED BY PROGRAM</b>	<b>AVAILABLE</b>
Electrocardiograph		
Emasculator		
Endotracheal tubes		
Esophageal stethoscope		
<i>Evacuation device for contaminated fumes is mandatory if using an electro-surgical unit</i>		
Examination tables		
<i>Gas sterilizer** - proper OSHA/WHIMIS regulations must be adhered with respect to evacuation of gases</i>		
Hoof trimmers		
Microchip scanner		
Nail trimmers		
Narcotics locker		
Large animal obstetrical instruments		
Ophthalmoscope		
Large animal oral dosing equipment		
Small animal oral dosing equipment		
Laboratory animal oral dosing equipment		
Orthopaedic equipment		
Oscilloscope, cardiac		
Otoscope		
Respirator		
Speculum		
Oral, large & small animal		
Vaginal		
Stethoscope		
Surgical instruments, basic		
Surgical lights		
Surgical suction		
Surgical tables		
Syringes, multiple dose		
Tourniquet		
<i>Ultrasonic instrument cleaner*</i>		
Water Blanket – circulating		
Other (specify)		
<b>RESTRAINT EQUIPMENT</b>	<b>OWNED BY PROGRAM</b>	<b>AVAILABLE</b>
<b>Large Animal</b>		
Cattle chute		
Twitch		
Nose tongs		
Ropes		

<b>RESTRAINT EQUIPMENT (cont'd)</b>	<b>OWNED BY PROGRAM</b>	<b>AVAILABLE</b>
Hog snare		
<b>Small Animal</b>		
Elizabethan collar		
Restraint pole		
Muzzle		
<b>Laboratory Animal</b>		
Scales		
<b>LABORATORY EQUIPMENT</b>		
Centrifuge		
Clinical chemistry analyzer		
Differential blood counter		
Electronic blood cell counter		
Hand tally cell counter		
Hemocytometer		
Incubator		
Microhematocrit centrifuge		
Microscopes		
Necropsy table/equipment		
Refractometer		
Scales, laboratory		
Other (specify)		
<b>RADIOGRAPHIC IMAGING EQUIPMENT</b>		
Automatic film processor		
Aprons & gloves, lead lined		
Calipers		
Cassette holders		
<i>Dental X-ray machine*</i>		
<i>Digital radiology*</i>		
Film identification markers		
High speed/rare earth screens		
Lead thyroid collar		
Lead eyeglasses		
Radiation safety badges		
Storage racks for gloves & aprons		
X-ray viewer		
X-ray machine – Fixed		
X-ray machine – Portable		
Other (specify)		

1. Does your program have adequate numbers of animals available to provide sufficient hands-on experience for each student?
2. How are animals procured for the program? If rising sources, such as animal shelters, are “memoranda of understanding” in place?
3. Does your institution have an “animal care and use” committee? What is the membership? Provide copies of the minutes of the last 2 meetings.
4. Who is in charge of animal care?
5. How are teaching models used in program instruction?
6. Do you provide clinical services to the public? If so, how are they used to enhance the educational experience of the students?
7. Are the animal use and holding facilities approved by the Canadian Council on Animal Care? Has the program qualified for the “Good Animal Practice” (GAP) certificate?

## **6. Library and Learning Resource Centre**

1. Library location?
2. Total budget of the college library?
3. Library budget allocation for veterinary technology acquisitions and subscriptions?
4. Total number of books in the college library?
5. Number of books particularly designated for veterinary technology?
6. Number of periodicals specifically related to veterinary technology?
7. What databases are available that pertain to veterinary technology?
8. What types of auto-tutorial and/or other resources are available to technology students, including space, materials, personnel, computers and other equipment?

9. What other learning resources are available to veterinary technology?
10. Seating capacity?
11. Number of hours per week the library is open? Provide daily hours.
12. How is the library staffed? What are the credentials of the library personnel?
13. Are the academic library facilities adequate?
14. What methods are used to encourage students to use the library?

## **7. Admissions**

1. Number of qualified applicants for present 1<sup>st</sup> year class
2. Number of students entering present 1<sup>st</sup> year class
3. Describe the procedure used to select 1<sup>st</sup> year students; include minimal scholastic requirements, tests used, interview system and documentation required.
4. Describe the student counseling system.

## **8. Students**

1. Total enrolment at institution: Head Count
2. Number of students presently in the program.  
First year \_\_\_\_\_ Second Year \_\_\_\_\_ Third Year \_\_\_\_\_
3. Number of graduates for each of the past three years. (If graduation occurs several times each year, show numbers of graduates in each academic term.)
4. What was the attrition rate in each of the last three years?
5. College calendar
  - Date present academic year began
  - Date present academic year will end
6. What changes in student numbers are planned?

7. Through what channels do students have input to the program's policies and curriculum? As a part of this report's development process, did the students have an opportunity to comment on the strengths and weaknesses of the program?
8. How are safety issues addressed?
9. Does the program have a written pregnancy policy?
10. Does the program have a written rabies vaccination policy?
11. Do the pregnancy and rabies vaccination policies include student waivers?
12. Describe the student support services, including academic and personal counseling.
13. Describe the activities of the student veterinary technician organization.

## **9. Faculty and Staff**

1. Number of faculty and staff (full-time equivalents-FTE) devoted to the veterinary technology program.
  - Is the program instructional staffing adequate? If not, what is needed?
  - Is clerical support sufficient for the needs of the program?
2. Provide the following information for each faculty member assigned one-quarter time or more to the veterinary technology program:

Name  
 Address  
 Title or rank  
 Date of present appointment  
 Date of original appointment  
 Education – colleges, dates, and degrees  
 Professional activities (first to present)  
 Other related experience  
 Teaching responsibilities in program (name of course, not course number)  
 Scientific and professional organization memberships  
 Offices held (professional)  
 Public service

3. Provide a statement of college and program policy for:
  - Attendance at scientific meetings, explain financial arrangements
  - Sabbatical or other educational leave
  - Leaves of absence

#### 4. Personnel Policies

- Are written job descriptions on file for all faculty and support personnel?
- Describe the employment policy and financial provisions for part-time faculty and the number currently employed.
- Who is responsible for hiring and dismissal of faculty members and support personnel?
- How is teaching effectiveness evaluated?
- Describe college support and requirements for professional education and self-improvement by faculty.

### **10. Curriculum**

1. Show the curriculum currently used in the program; identify changes in the last three years.
2. Append an outline for each course designed specifically for veterinary technology students.
3. Describe off-campus assignments (preceptorships, internships, externships, affiliations, practicums, field trips).
4. Student time involved in classes:
  - Hours per week
  - Weeks per term
  - Terms per year
  - Summer externships or preceptorship (hrs. required)
5. What are considered the strongest features of the curriculum?
6. What are considered the weakest features of the curriculum?
7. Is the program most oriented to companion animals, farm animals, horses or laboratory animals?
8. Are course goals, objectives, descriptions and syllabi available?
9. What changes in the curriculum are being considered?
10. Do you have standardized criteria in place for evaluating student acquisition of each skill?

11. Are these criteria used to ensure that all students have completed all required tasks and have been assessed using the defined criteria?
12. Are your graduates prepared with entry-level skills?
13. Describe the use of distance learning (if any) or anticipated use.
14. Describe efforts to instill life-long learning habits in the students, including continuing education offerings.

<b>SUBJECT</b>	<b>STUDENT CONTACT HOURS</b>	<b>ACADEMIC TERM</b>	<b>INSTRUCTOR</b>
Anatomy			
Anaesthesiology			
Animal Behaviour			
Biochemistry			
Bookkeeping			
Communications			
Dermatology			
Ecology			
Economics			
Embryology			
Ethics			
First Aid & Emergency Care			
Genetics			
Haematology			
Histology			
Humanities & Animal Welfare			
Imaging			
Immunology			
Laboratory Procedures			
Mathematics			
Medicine			
Microbiology			
Mycology			
Necropsy			
Neurology			
Nomenclature			
Nursing			
Obstetrics			
Office Procedures			
Ophthalmology			
Parasitology			
Pathology			
Pharmacology			
Physiology			
Preventive Medicine			
Public Health			
Public Relations			
Records Keeping			
Regulatory Veterinary Medicine (zoonoses)			
Reproduction			
Restraint			
Sanitation			

Surgery			
Toxicology			
Virology			
Others (specify)			

### Revised Essential Tasks List – March 2011

- Regular font text denotes didactic (knowledge-based) skills.
- *Italicized* text denotes hands-on (psychomotor) skills. Students are expected to physically perform these skills.
- Recommended (i.e. not essential) tasks are denoted by (NE).
- Skills indicated by the designation (GROUP) may be performed by a group of program students. The appropriate size of the group will be determined by the task being performed taking into account humane treatment of the subject animal. Each member of the group must play an active role in the completion of the task.

Instruction must be provided in all Essential Tasks. Show where, when and by whom this instruction is provided.

TASK	INCLUDED IN COURSE	INSTRUCTOR
<b>OFFICE AND HOSPITAL PROCEDURES AND CLIENT RELATIONS</b>		
Make appointments		
Demonstrate telephone etiquette		
Admit and discharge patients, take history		
Create and maintain client/patient records; prepare appropriate forms and certificates		
Perform basic veterinary medical record keeping procedures: <ul style="list-style-type: none"> <li>• Develop computer skills</li> <li>• Be able to utilize common management software programs</li> <li>• Be familiar with veterinary on-line services</li> </ul>		
Perform basic filing of medical records, radiographs, lab reports, etc.		
Maintain x-ray, surgery, anaesthesia, radiology, laboratory and controlled substance logs		
Recognize and respond appropriately to veterinary medical emergencies		
Maintain basic cleanliness and orderliness of a veterinary facility (including hospital, clinic, practice, or laboratory)		

TASK	INCLUDED IN COURSE	INSTRUCTOR
<b>COMMUNICATION</b>		
Develop effective client communication skills: <ul style="list-style-type: none"> <li>• Apply understanding of interpersonal skills and team dynamics in all aspects of the veterinary health care team</li> <li>• Utilize appropriate interpersonal and public relations skills</li> <li>• Recognize the legality of the veterinary-client-patient relationship</li> <li>• Develop and provide client education in a clear and accurate manner at a level the client understands (i.e., oral and written form, including educational handouts)</li> <li>• Apply crisis intervention/grief management skills with clients</li> <li>• Understand and observe legal boundaries of veterinary health care team members</li> <li>• Interact professionally with clients and fellow staff members</li> <li>• Demonstrate a commitment to high quality patient care</li> <li>• Respect and protect the confidentiality of client and patient information</li> </ul>		
Apply knowledge of provincial, federal, and local animal welfare regulations		
Explain inadvisability of keeping wildlife as pets (NE)		
Write business letters and reports		
<b>PHARMACY AND PHARMACOLOGY</b>		
Recognize general types and groups of drugs, their uses and clinically relevant side effects.		
Demonstrate understanding of regulations governing over-the-counter and prescription drugs and controlled substances.		
Dispense medications from written and verbal orders		
Use weights and measures correctly		
Calculate dosages		
Store, safely handle and dispose of biologics and therapeutic agents, pesticides and hazardous wastes		
Handle controlled substances correctly		

Perform inventory control procedures		
Prepare medications & reconstitute vaccines		
Differentiate between abnormal and normal responses to medication		
Use and explain appropriate routes and methods of drug and vaccine administration		
<b>EXAMINATION ROOM PROCEDURES</b>		
Recognize common domestic animal species and breeds		
Know normal values of temperature, pulse and respiration for dog, cat, horse and cow		
<i>Obtain accurate patient data (temperature, pulse and respiration) for dog, cat, horse and cow</i>		
<i>Auscultate heart and lungs (dog, cat, horse and cow)</i>		
<i>Restrain small animals:</i> <ul style="list-style-type: none"> <li>• <i>Place in, and remove small animals from cages</i></li> <li>• <i>Apply dog safety muzzle</i></li> <li>• <i>Apply Elizabethan collar</i></li> <li>• <i>Apply restraint pole (GROUP)</i></li> <li>• <i>Restrain small animals for procedures</i></li> </ul>		
<i>Restrain horses:</i> <ul style="list-style-type: none"> <li>• <i>Halter, tie and lead horses</i></li> <li>• <i>Apply twitch (GROUP)</i></li> </ul>		
<i>Restrain cattle:</i> <ul style="list-style-type: none"> <li>• <i>Apply bovine halter</i></li> <li>• <i>Apply bovine tail restraint</i></li> <li>• <i>Apply nose tongs/leads (NE)</i></li> </ul>		
<i>Safely operate cattle chute ( GROUP)</i>		
<i>Restrain sheep and swine (NE)</i>		
<b>SURGICAL NURSING AND ANESTHESIA</b>		
<b>Perform Surgical Preparations</b>		
<i>Prepare surgical equipment/supplies</i>		
<i>Sterilize instruments &amp; supplies using appropriate methods</i>		
Identify and know proper use for instruments		
Identify common suture materials, types and size		
<i>Prepare gowns, masks, gloves and drapes</i>		
<i>Prepare surgical sites using aseptic techniques</i>		
<i>Operate &amp; maintain autoclaves</i>		
<i>Provide operating room sanitation &amp; care</i>		
<i>Position patients (common procedures)</i>		

<b>TASK</b>	<b>INCLUDED IN COURSE</b>	<b>INSTRUCTOR</b>
<b>Perform as Surgical Assistant or Circulating Nurse</b>		
<i>Properly pass instruments and supplies</i>		
<i>Maintain proper operating room conduct and asepsis</i>		
<i>Assist with care of exposed tissues and organs</i>		
Keep operative records		
Operate/maintain/suction and cautery machines		
Operate and maintain fibre optic equipment		
<b>Perform Post-Surgical Procedures</b>		
<i>Perform post-surgical clean-up</i>		
<ul style="list-style-type: none"> <li>• <i>Equipment</i></li> <li>• <i>Surgical room or area</i></li> <li>• <i>Instruments</i></li> <li>• <i>Patient</i></li> <li>• <i>Personnel</i></li> <li>• <i>Proper disposal of hazardous medical waste</i></li> </ul>		
Provide post-operative care: <ul style="list-style-type: none"> <li>• pain management</li> <li>• wound management</li> <li>• discharge instructions</li> <li>• <i>suture removal</i></li> </ul>		
<i>Maintain and operate anesthetic delivery and monitoring equipment:</i> <ul style="list-style-type: none"> <li>• <i>pulse oximeter</i></li> <li>• <i>esophageal stethoscope</i></li> <li>• <i>electrocardiograph (e.g., recognize abnormal rhythms/audible sounds, properly apply leads)</i></li> <li>• <i>anesthetic machines, including rebreathing systems, non-rebreathing systems, induction chambers and masks</i></li> <li>• <i>endotracheal tube</i></li> <li>• <i>ambu bag</i></li> <li>• <i>scavenging systems</i></li> <li>• <i>oxygen sources</i></li> <li>• <i>respiratory monitors</i></li> <li>• <i>blood pressure monitoring devices</i></li> <li>• <i>laryngoscopes</i></li> <li>• <i>ventilator (NE)</i></li> <li>• <i>defibrillator (NE)</i></li> </ul>		

<b>TASK</b>	<b>INCLUDED IN COURSE</b>	<b>INSTRUCTOR</b>
<b>Assist with Anaesthesia under Supervision</b>		
Calculate dosages of anesthetic-related drugs		
<i>Administer anesthetic-related drugs by</i> <ul style="list-style-type: none"> <li>• <i>Injection</i></li> <li>• <i>Mask</i></li> <li>• <i>Induction chamber</i></li> <li>• <i>Endotracheal tube</i></li> </ul>		
<i>Perform endotracheal intubation</i>		
<i>Maintain general anesthesia</i>		
<i>Use clinical signs and monitoring equipment to monitor patient status in all stages of anesthesia</i>		
Evaluate patient and implement and evaluate pain management protocols		
<i>Recognize anaesthetic emergencies and perform resuscitation procedures</i> Calculate and administer anesthetic antagonists Calculate and administer other emergency drugs <i>Perform CPR on appropriate animal models</i>		
<b>LARGE AND SMALL ANIMAL NURSING</b>		
<i>Provide routine record-keeping, care, and observation of hospitalized patients</i>		
Demonstrate understanding of permanent identification methods including microchipping		
<i>Follow patient and personnel safety protocols</i>		
Understand key nutritional factors in disease conditions and be familiar with therapeutic foods Develop and communicate hospital nutrition protocols		
<i>Perform sanitation procedures for animal holding and housing areas</i>		
<i>Maintain equipment used in animal care and nursing</i>		
<i>Perform venipuncture for treatment or blood sampling</i> <ul style="list-style-type: none"> <li>• <i>Cephalic (dog,cat)</i></li> <li>• <i>Jugular (dog,cat,horse,ruminant)</i></li> <li>• <i>Saphenous (dog)</i></li> <li>• <i>Coccygeal (cow) (NE)</i></li> <li>• <i>Femoral (cat) (NE)</i></li> </ul>		

<b>TASK</b>	<b>INCLUDED IN COURSE</b>	<b>INSTRUCTOR</b>
<i>Administer parenteral medications</i> <ul style="list-style-type: none"> <li>• <i>Intravenous</i></li> <li>• <i>Subcutaneous</i></li> <li>• <i>Intramuscular</i></li> <li>• <i>Intradermal (NE)</i></li> <li>• <i>Intraperitoneal (NE)</i></li> <li>• <i>Intramammary (NE)</i></li> </ul>		
<b>Administer fluid therapy</b>		
<i>Administer subcutaneous fluids</i>		
<i>Place intravenous catheters</i> <ul style="list-style-type: none"> <li>• <i>Cephalic vein (small animals)</i></li> <li>• <i>Saphenous vein (dog)</i></li> <li>• <i>Jugular vein (NE)</i></li> </ul>		
<i>Maintain IV fluid therapy</i> <ul style="list-style-type: none"> <li>• <i>Maintain catheters</i></li> <li>• <i>Determine &amp; maintain fluid infusion rate rate</i></li> <li>• <i>Monitor patient hydration status</i></li> <li>• <i>Develop familiarity with fluid delivery systems</i></li> </ul>		
<i>Administer enteral medications</i> <ul style="list-style-type: none"> <li>• <i>Balling gun (ruminant)</i></li> <li>• <i>Dose syringe (ruminant, horse)</i></li> <li>• <i>Gastric intubation (small animal) (GROUP)</i></li> <li>• <i>Hand pilling (dog, cat)</i></li> <li>• <i>Oral speculum &amp; stomach tube(ruminant) (NE)</i></li> <li>• <i>Naso-gastric intubation (small animal) (NE)</i></li> </ul>		
<i>Perform small animal dentistry</i> <ul style="list-style-type: none"> <li>• <i>Perform routine dental prophylaxis(manual and machine)</i></li> <li>• <i>Perform routine dental radiograph imaging techniques</i></li> </ul>		
<b>Husbandry</b>		
Understand therapeutic bathing, basic grooming, and dipping of small animals.		
<i>Trim nails (dog, cat, exotics and birds)</i>		
<i>Clean sheath (horse) (NE)</i>		
<b>Therapeutics</b>		
<i>Express canine anal sacs</i>		
<i>Clean and medicate ears (dog, cat)</i>		
<i>Administer intra mammary treatment (mastitis therapy only) (NE)</i>		
<i>Administer enemas (GROUP)</i>		

<b>TASK</b>	<b>INCLUDED IN COURSE</b>	<b>INSTRUCTOR</b>
<i>Perform ocular diagnostic tests</i>		
<ul style="list-style-type: none"> <li>• <i>Apply topical medication to eye</i></li> <li>• <i>Perform fluorescein staining and Schirmer tear test</i></li> <li>• <i>Perform ocular tonometry</i></li> </ul>		
<i>Apply equine leg &amp; tail wraps</i>		
<i>Apply and remove bandages, splints and sutures</i>		
<i>Remove casts (NE)</i>		
Administer physical therapy (hydrotherapy, Post-operative, orthopaedic, neurological) (NE)		
Explain care of recumbent patient		
Maintain chest, tracheotomy and pharyngostomy tubes (NE)		
<i>Apply established emergency protocols and maintain emergency medical supplies</i>		
<i>Collect, cross-match and give blood transfusion (NE) ( GROUP)</i>		
Explain principles of orphan animal care (NE)		
Demonstrate understanding of nursing care of newborns		
Demonstrate understanding of wound management and abscess care		
<b>Sample collection</b>		
<i>Collect urine sample</i>		
<ul style="list-style-type: none"> <li>• <i>Catheterize male dogs and cats(GROUP)</i></li> <li>• <i>Collect voided urine sample</i></li> <li>• <i>Perform cystocentesis (small animal) (GROUP)</i></li> </ul>		
<i>Collect and examine skin scrapings</i>		
Prepare mare for vaginal examination & cervical culture (NE)		
<b>LABORATORY ANIMAL PROCEDURES</b>		
Explain basic principles of animal research protocols		
<b>Rodents and Rabbits</b>		
<i>Recognize common species/breeds of rodents and rabbits</i>		
<i>Restrain and determine sex of common species/breeds of rodents and rabbits</i>		
<i>Perform basic care procedures, e.g. feeding, watering, breeding, identification and handling</i>		
<i>Administer drugs or medicaments, using appropriate sites and routes</i>		
<i>Collect blood samples (GROUP)</i>		
<i>Perform oral dosing (GROUP)</i>		
Know anaesthetic and recovery procedures		

<b>TASK</b>	<b>INCLUDED IN COURSE</b>	<b>INSTRUCTOR</b>
Explain common disease signs		
<i>Clip teeth of rabbits &amp; guinea pigs</i>		
<i>Clean &amp; medicate ear (rabbit) (NE)</i>		
<b>Avian, Exotic &amp; Fish Procedures</b>		
<i>Recognize and restrain common species of birds</i>		
<i>Recognize and restrain reptiles, amphibians and ferrets (NE)</i>		
Demonstrate understanding of basic avian and exotic animal care procedures (e.g., feeding, watering, breeding, identification, caging & aquarium care)		
<i>Perform a physical examination (NE)</i>		
Administer or inject drugs using appropriate sites & routes for each species (NE)		
<i>Collect appropriate body tissues or fluids from live animals and perform laboratory procedures (NE)</i>		
<i>Anaesthetize avian and exotic animals (NE)</i>		
<b>RADIOLOGY AND DIAGNOSTIC IMAGING</b>		
<i>Implement &amp; follow recommended radiation safety measures</i>		
<i>Prepare and use radiographic technique charts (GROUP)</i>		
<i>Take diagnostic radiographs using stationary and portable radiographic equipment</i> <ul style="list-style-type: none"> <li>• <i>Position large and small animal patients (horses, dogs, cats and birds)</i></li> <li>• <i>Perform radiographic techniques utilized in assessing hip dysplasia (GROUP)</i></li> <li>• <i>Demonstrate an understanding of the modifications of diagnostic imaging techniques as they apply to mice, rats, guinea pigs, lizards and amphibians</i></li> </ul>		
<i>Process diagnostic radiographs</i> <ul style="list-style-type: none"> <li>• <i>Automatic processing of exposed film (hand and digital are NE)</i></li> <li>• <i>Maintain quality control</i></li> <li>• <i>Label, file &amp; store film</i></li> <li>• <i>Complete radiographic logs, reports, files and records.</i></li> </ul>		

<b>TASK</b>	<b>INCLUDED IN COURSE</b>	<b>INSTRUCTOR</b>
Properly care for radiographic equipment <ul style="list-style-type: none"> <li>• Clean screens</li> <li>• Recognize faulty equipment operation</li> </ul>		
<i>Perform various contrast media studies (GI series, pneumocystogram, intravenous urogram or other) (GROUP)</i>		
<i>Use ultrasound equipment (NE)</i>		
<i>Use endoscopic equipment (NE)</i>		
<b>LABORATORY PROCEDURES</b>		
<i>Prepare laboratory samples for shipment</i>		
<i>Maintain laboratory equipment</i>		
<i>Perform quality control procedures</i>		
Explain basic principles of laboratory safety		
<b>Urinalysis</b>		
<ul style="list-style-type: none"> <li>• <i>Determine physical properties (eg. color, clarity, specific gravity)</i></li> <li>• <i>Test chemical properties</i></li> <li>• <i>Examine and identify sediment</i></li> </ul>		
<b>Hematologic Evaluations</b>		
Collect samples for procedures		
<i>Perform CBC:</i> <ul style="list-style-type: none"> <li>• Haemoglobin</li> <li>• Hematocrit</li> <li>• Total protein (refractometer)</li> <li>• White cell count (Unopette and automated cell counter)</li> <li>• Red cell count (PCV or electronic cell counter)</li> </ul>		
<i>Microscopic examination of blood films:</i> <ol style="list-style-type: none"> <li>1. <i>prepare blood film and stain</i></li> <li>2. <i>perform leukocyte differential: normal vs. abnormal</i></li> <li>3. <i>perform erythrocyte morphologic evaluation, normal vs. abnormal</i></li> <li>4. <i>estimate platelet count</i></li> <li>5. <i>calculate absolute values</i></li> <li>6. <i>perform white blood cell correction for nucleated red cells</i></li> </ol>		
<i>Perform reticulocyte count</i>		
<i>Perform platelet count (Unopette and automated cell counter)</i>		
<i>Calculate haematologic indices</i> <ul style="list-style-type: none"> <li>• Identify blood parasites:</li> </ul>		

<b>TASK</b>	<b>INCLUDED IN COURSE</b>	<b>INSTRUCTOR</b>
<ul style="list-style-type: none"> <li>• Dirofilaria sp/Dipetalonema sp – direct, antigen kit (Knots, filter – both NE)</li> <li>• Hemotropic Mycoplasma sp(formerly Haemobartonella sp )</li> </ul>		
<i>Perform blood chemistry tests (BUN, glucose, common enzymes)</i>		
<i>Collect and prepare serum samples and perform serologic tests (ELIZA, slide/card agglutinations)</i>		
<b>Perform Parasitologic Procedures</b>		
<i>Collect samples</i>		
Test for external parasites 1. Prepare sample 2. Identify: <ul style="list-style-type: none"> <li>- Fleas</li> <li>- Flies</li> <li>- Lice</li> <li>- Mites</li> <li>- Ticks</li> </ul>		
<i>Test for internal parasites</i> 1. Prepare floatation solutions (NE) 2. Perform faecal flotations 3. Perform faecal sedimentation 4. Perform direct smears 5. Scotch tape retrieval of pinworm ova (NE) 6. Baermann tests		
Identify common parasitic forms, their ova and apply knowledge of common parasite life cycles <ul style="list-style-type: none"> <li>- Nematodes</li> <li>- Trematodes</li> <li>- Cestodes</li> <li>- Protozoa</li> </ul>		
Perform coprologic tests (NE)		
<b>Perform Microbiologic Procedures</b>		
<i>Collect representative samples</i>		
<i>Perform bacteriologic procedures</i> 1. Culture bacteria & perform sensitivity tests. 2. Identify common animal pathogens using commercially available media and reagents (GROUP). 3. Perform common biochemical tests (GROUP) 4. Perform staining procedures		
<i>Culture and identify common dermatophytes</i>		

<b>TASK</b>	<b>INCLUDED IN COURSE</b>	<b>INSTRUCTOR</b>
<i>Collect milk samples &amp; conduct mastitis testing, e.g., CMT, bacterial culture (GROUP)</i>		
<b>Perform Cytologic Procedures</b>		
<i>Collect, prepare and evaluate canine vaginal smears (GROUP)</i>		
<i>Assist in collecting, preparing and appropriately evaluating transudate, exudates &amp; cytologic specimens (joint, cerebrospinal, airway and body cavity) (NE)</i>		
<i>Perform fine needle tissue aspirates and impression smears (NE)</i>		
<i>Prepare and stain bone marrow specimens (differentiate between benign and malignant) (NE)</i>		
<i>Perform semen evaluation (NE)</i>		
<i>Explain timing and types of pregnancy testing (NE)</i>		
<i>Assist with artificial insemination (NE)</i>		
<b>Necropsy Procedures</b>		
<i>Perform prosection on non-preserved animal (GROUP)</i>		
<i>Collect samples, store and ship according to laboratory protocols (GROUP)</i>		
<i>Explain how to handle rabies suspects &amp; samples safely</i>		
<i>Handle disposal of dead animals (NE)</i>		
<i>Perform euthanasia procedures (NE)</i>		

## 11. Outcomes Assessment

1. Summarize assessments gained from:
  - Surveys of graduates indicating educational preparedness and employment satisfaction.
  - Surveys of employers of graduates indicating level of satisfaction with graduates.
  - Evaluation by faculty and staff regarding the adequacy of clinical resources, facilities and equipment, library resources and preparedness of graduates.
  - Any other assessments used.
2. Provide numbers of surveys sent out and number returned.
3. Submit representative samples of surveys for site visitors' perusal at the site visit.
4. How is data collected from graduates and employers used to improve the program?

5. How is feedback from the advisory committee used for program improvement?
6. Submit all VTNE information received from the exam supplier for the last 5 years.
7. How is data from VTNE results used for program improvement?

## **Section IX. CANADIAN VETERINARY MEDICAL ASSOCIATION**

### **INSTRUCTIONS FOR USE BY COMMITTEE MEMBERS AND SITE VISIT TEAMS FOR ACCREDITATION OF ANIMAL HEALTH TECHNOLOGY/VETERINARY TECHNICIAN TRAINING PROGRAMS**

1. Evaluators will try to determine the degree to which a program meets the essential requirements from the written information provided by the program and during the site visit. The task of the evaluators is to obtain first-hand information that will help reach a decision on the most appropriate classification for the program, based on previously established criteria.
2. The Animal Health Technologist/Veterinary Technician Training Program Accreditation Committee encourages innovation and experimentation in curriculum design and teaching. Evaluators will focus on the ability of a program to produce competent technicians.
3. An adequate animal population accessible to the institution, together with a preceptorship program, is required to supply an adequate hands-on experience for learning basic animal care procedures.
4. Evaluators are expected to report strengths as well as weaknesses of the program.
5. The accreditation procedure is oriented toward helping the program to meet established criteria. In addition to recommendations required for accreditation, advancement of status or continued accreditation, other recommendations may be included in evaluation reports to help improve the program. Evaluators should adopt the role of helpful colleagues rather than critics.
6. Evaluators should listen to representatives of the program. Comparisons with other programs are not generally well-received. Advice should be offered only in response to questions and as part of the summation of an evaluation.
7. Each recommendation listed in an evaluation report must be substantiated by factual observations in the body of the report.
8. Information received after the conclusion of the site visit may not be included in the evaluation report; updates or addenda will be considered after the CVMA has assigned an appropriate classification of accreditation based on the site visit.
9. A checklist is provided as a guide for site visit evaluations and for organizing the site visit report; it is not intended to limit the scope of the investigation or the report.
10. The CVMA Council, on the recommendation of the AHTVTPAC, makes the accreditation decision for the program.

11. Information obtained from AHTVTPAC reports or during site visits is confidential and not to be discussed outside of the committee. Reports of program evaluations are sent only to the chief executive officer of the institution, of which the program is a part, and to the CVMA Council. It is the prerogative of the program and the institution to disseminate the contents of the report, as they wish; the CVMA is authorized to distribute only the accreditation status as and when assigned by the Council.
12. Programs will be given an opportunity to react to the performance of the site visit team through constructive criticism of the visit and the evaluation report. Comments received will be shared with the evaluators.
13. In accordance with CVMA policy, all information related to the CVMA accreditation of a veterinary technology program is strictly confidential. This includes, but is not limited to, reports of evaluation, letters, self-evaluation and accreditation materials, interim and annual reports, correspondence and the content of any discussion related to the program and/or its accreditation. All request for information related to a specific program must be referred to CVMA staff or the respective institution.

Following a decision on accreditation by the CVMA Council, AHTVTPAC shall shred all information submitted by the program. The Chair of AHTVTPAC shall retain copies, for reference purposes, pending subsequent site visits.

## **RECOMMENDATION CATEGORIES**

### **CRITICAL RECOMMENDATION(S)**

Critical recommendations apply to situations that clearly result in a program's inability to meet a Standard and/or subjects students, faculty, or others to unacceptable levels of risk.

Documentation of significant progress toward compliance with each critical recommendation must be achieved by the time of the program's next report to the AHTVTPAC. Lack of compliance may be considered cause for reduction of the program's accreditation classification.

### **MAJOR RECOMMENDATION(S)**

Major recommendations apply to situations that jeopardize the ability of the program to meet a Standard. Progress toward meeting each major recommendation must be demonstrated on an annual or biennial basis. Documentation of steps taken toward compliance with major recommendations is required. Lack of compliance within the assigned time period, prior to the next scheduled complete evaluation, may be considered cause for reduction of the program's accreditation classification.

### **MINOR RECOMMENDATION(S)**

Minor recommendations are suggestions for program improvement, but have no bearing on the program's accreditation classification.

## **Section X. CANADIAN VETERINARY MEDICAL ASSOCIATION**

### **ANIMAL HEALTH TECHNOLOGY/VETERINARY TECHNICIAN PROGRAM ACCREDITATION SITE VISIT TEAM CHECK LIST**

#### ***FINANCES***

- adequacy of budget for program
- potential emergency funds
- accessibility of funds for materials and supplies
- availability of funds to purchase new equipment as well as replace or maintain equipment
- budget analysis, percentage by area, e.g., instruction, supplies, equipment

#### ***ORGANIZATION AND COMMUNICATION***

- mission statement
- communication
- between program director and staff
- between program director and college administration
- among program advisory committee and program
- between program staff and students
- between program director and off-campus sites
- between program director and general education faculty
- involvement of staff in planning budget and curriculum

#### ***PHYSICAL FACILITIES AND EQUIPMENT***

- classrooms
- laboratories
- surgical prep and surgery
- x-ray room and equipment
- office and storage space
- regulatory issues
  - animal quarters, federal and provincial regulations
  - compressed gas cylinder placement and storage
  - maintenance calibration of anesthetic gas vaporizers
  - anesthetic waste gas scavenger system
  - maintenance of radiation badges, logs, and equipment
  - presence of containers for sharps
  - secondary drug labeling
  - refrigerator check for food stored with lab specimens
  - eyewash stations
  - signage
  - presence of personal protective equipment (PPE)
  - properly dated drugs, biologics, reagents, etc

## ***RESOURCES FOR CLINICAL INSTRUCTION***

- adequate animal species
- adequate animal numbers
- institutional Animal Care and Use Committee
- models, alternative teaching methods
- records

## ***ADMISSIONS***

- admission policies
- prospective students interviews
- number of applicants, current year
- transfer student policies
- catalogs and publications

## ***STUDENTS***

- safety and health training programs
- student safety policies
- student support services
- student organization and affiliations
- anticipated change in numbers
- student reaction to program
- student reaction to faculty and teaching methods

## ***LIBRARY AND LEARNING RESOURCES***

- location
- budget
- variety and currency of book and periodicals holdings
- database availability
- staff credentialing
- audiovisual materials, computer hardware and software

## ***FACULTY AND STAFF***

- veterinarians involved in program and proportional effort/FTE of program faculty
- registered veterinary technicians involved in program and proportional effort/FTE of program faculty
- stability of core faculty and staff
- number of full-time faculty in program
- FTE of faculty utilized from other programs
- adequacy of salaries and benefits
- education and qualifications of non-veterinary instructors

- qualifications and utilization of part-time faculty
- attendance at professional meetings

### ***CURRICULUM***

- course goals, objectives, descriptions, and syllabi
- anticipated changes
- elective courses
- teaching methods
- essential tasks completion evaluation
- documentation of essential tasks list completion
- time involved (hours per week, weeks per session, sessions per year)
- off campus assignments:
  - location
  - time
  - selection of preceptorship sites
  - monitoring of preceptorships
  - role of preceptors in evaluation of skills
  - documentation of skills

### ***OUTCOMES ASSESSMENT***

- feedback system for information on graduates
- performance evaluations by employers of graduates
- comments or recommendations made by the program's advisory committee
- examination (VTNE) scores and pass rates
- scores and pass rates on relevant licensing examinations, if used
- placement of graduates