



Dedicated

to providing education for the

Veterinary Assistant

of the future.

Our Mission

Our Mission is to provide knowledge and skills relating to small animal veterinary assisting. Upon graduation the student will be fully prepared to become a valuable team member in a small animal veterinary facility.

History

The demand for trained individuals to assist veterinarians and veterinary technicians far exceeds the numbers available. Previously, veterinary assistants were trained strictly “on the job”. This was a long and very intense process for veterinarians and their staff, as they tried to practice quality medicine and act as a full time teacher. This also created a very stressful learning environment for the individual in training, and an inconsistent knowledge level. Leading to short-lived quality employees. Veterinarians were and continue to be constantly looking for highly trained individuals to become a member of their staff.

The Horizon School of Veterinary Assisting was established to provide the proper learning environment, standardized knowledge levels and appropriate clinical skills to allow veterinary assistants to become a vital member of the animal health care team.

Horizon School of Veterinary Assisting began in January 2000. The school is a division of Horizon Veterinary Services, Inc.; a company dedicated to state of the art veterinary care and hospital management.

Our Training Philosophy

Our training consists of lecture time, laboratory and strictly supervised practical experience. By combining all three of these learning tools our students will learn necessary knowledge and skills. When our students graduate and enter the workforce they will be prepared not only to perform entry-level tasks, but will have the base knowledge to build their skills to an advanced level.

General Information

FACILITIES

Horizon School of Veterinary Assisting encompasses classroom areas for lectures as well as utilizing the advanced medical equipment and casework available at the Fox Valley Animal Referral Center and Green Bay Animal Emergency Center to provide practical experience.

Our instructors consist of a dedicated group of highly skilled veterinarians, veterinary technician specialists, veterinary technicians and veterinary assistants.

FACULTY MEMBERS AND BOARD OF DIRECTORS

Chief Administrator: Lisa J. Peters, DVM

President: Debbie Stafford, CVT, VTS (ECC)

Vice President: Bruce A. Van Enkevort, DVM, Dip. ACVS

Secretary: Louis Licari, DVM

Program Director: Deb Stafford, CVT, VTS

Student Assistance: Debbie Stafford, CVT, VTS (ECC)

Financial Officer: Alyce D'Amato, CVT, CVPM

ADMISSION POLICIES

- Students interested in applying for admission to Horizon School of Veterinary Assisting must complete and “application for Enrollment” and submit it by the due date (listed on the Application for Enrollment). Due to limited enrollment, a waiting list often develops. Applications are accepted in the order in which they are received. We recommend you apply early to guarantee a spot in the class of your choice.
- A \$50.00 application fee must be submitted with the Application for Enrollment. This fee is not refundable.
- All prospective students must answer the essay questions contained in the application packet and submit these with the application and application fees. Directions for properly responding to the essay questions are contained on the “Essay Questions” sheet and must be followed or the applications will be returned to the applicant.
- Applicants must hold a high school diploma, with a cumulative GPA of 2.2 or better (using a 4-point grading system). A copy of the high school transcript must accompany the Application for Enrollment. This may be submitted separately if being sent directly from the High School, please note this on your application. Students with a GPA below the 2.2 level may still submit an application; however, priority

will be given to students with the recommended minimum GPA. Grades in Math and Science courses will be weighted most heavily for all students.

- Students who do not possess a high school diploma must submit proof of completion of a GED or HSED with a passing score.
- All students will be required to complete a personal interview. Students will be contacted to set up interviews within 30 days of receipt of their completed application package and interviews must be completed within 60 days of notification.
- Students who have completed other forms of higher education (college or technical college work) may submit transcripts from the last 2 semesters, or 4 quarters attended in lieu of high school transcripts.
- Students who have completed High School and have not attended other higher educational institutes, who graduated over 10 years ago may supply a copy of their High School diploma in lieu of transcripts if transcripts are not available.
- Horizon School of Veterinary Assisting will use previous academic history, work experience, essay question responses, and personal interview scores in determining the acceptance of students. It is our goal that all of our accepted students are able to handle the accelerated curriculum, graduate from our program and have exceptional employability skills, such as communication skills, interpersonal skills, and responsibility.
- All classes are offered once yearly, with the school year running from September thru May.
- Under no circumstances will a student be allowed to enter a class more than 2 weeks after the scheduled starting date of the class
- Students must follow the course outline found in this catalog. Single course class work is not available.
- No advanced standings will be granted for any previous education or veterinary work experience.
- No credits earned at the Horizon School of Veterinary Assisting are automatically transferable to other institutes of higher learning.

Accepted students, with applications submitted by the application deadline will be notified by mail within 14 days of the application deadline, or sooner, of their acceptance or denial of admission. Accepted students with applications submitted after the application deadline will be notified no later than 5 days before the commencement of classes.

Veterinary assisting can be a physically challenging career. Lifting and bending with the ability to lift 40 pounds unassisted is often required. Veterinary assistants are also normally required to report observations on patients that are seen and heard, as well as carrying out the doctor's written and verbal orders with minimal supervision. A strong background in Math

and Science, a desire to work with people as well as animals and an ability to function easily under pressure, both as a team member and individually are common expectations for the veterinary assistant. Although the Horizon School of Veterinary Assisting does not prohibit students with physical limitations from acceptance into the program, these students must be aware that employment as a veterinary assistant may be much more difficult to obtain. Depending on these limitations, it may not be possible for a physically limited person to obtain gainful employment as a veterinary assistant.

The Horizon School of Veterinary Assisting provides equal opportunity for all persons regardless of age, race, creed, disability, sex, religion, sexual preference or political affiliation.

TUITION AND EXPENSES

This is a 9-month program whose classes must be completed in a practical order. Classes are offered once yearly. We do not offer the opportunity for part time completion of individual coursework. Due to the nature of this program, tuition is based upon the full 9-month program, not on credit hours. Classes are not offered on an individual basis. Tuition is based on semesters. The cost of tuition for the class you are applying is found in the separate “Class of ___” information packet.

- A \$500.00 tuition deposit is due by July 1 of the year coursework will begin. This is refundable, according to the general refund policies.
- The remaining full amount of tuition for first semester is due two weeks prior to the start of first semester. Second semester tuition is due the first day of class for second semester. Students with past due tuition will be temporarily dismissed from the program until tuition is paid. If full tuition is not received within 5 business days of a delinquent notice, the student will be permanently dismissed from the program.
- The Horizon School of Veterinary Assisting is not eligible for any state or federal loan or grant money. We are a private school approved by the Wisconsin Education Approval Board. (<http://eab.state.wi.us/>)
- A schedule of due dates for specific years can be found in the separate “Class of ___” information packet.
- Delinquent notices will be sent by certified mail to the student’s last known address.
- Students should expect to spend an additional \$325.00-\$400.00 for books, and workbooks. These books may be purchased through the school, and will be available on the first day of class or before. Payment for books must be received prior to books leaving the school.
- Students will be required to wear scrub attire whenever in contact with animals, during all Veterinary Assistant Practical Skills and Shadow lab class times. Scrubs must be solid in color and be maroon or black in

color. A group order may be placed at the start of each school year or the student may obtain the scrubs on their own. Students are responsible for the care of their own scrubs.

- Students will be issued ID badges that must be worn at all times during Veterinary Practical Skills and Shadow lab experiences. Replacement badges will incur a fee of \$10.00.
- Stethoscopes will be required for Veterinary Assisting Practical Skills as well as Shadow lab experience. A group order may be placed at the start of each year or the student may obtain the stethoscope on their own.
- An additional fee may be charged if any students wish to participate in any off campus trips that may be available for continuing education purposes.
- The Horizon School of Veterinary Assisting is approved by the Wisconsin Educational Approval Board. We are not eligible to receive student loan, grant or scholarship money supplied by any state or federal funding programs. Students may be able to obtain scholarships and grants from smaller private institutions; however, most of our students must fund their own education.

REFUND POLICY

A student who withdraws or is dismissed after attending at least once class, but before completing 60% of the instruction in the current enrollment semester is entitled to a pro rata refund as follows

<u>At least</u>	<u>But less than</u>	<u>Refund of Tuition</u>
Prior to the class start	1 class unit	100%
2 class periods complete	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	100%	no refund

As part of this policy, the school may retain a one-time administrative fee of \$100.00. Fees paid for books, workbooks and supplies are not refundable. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, the school may refund a pro rata amount if withdrawal is due to mitigating circumstances beyond the student's control. Students being released from the school for any reason are eligible for refunds as stated above.

A written notice of withdrawal is not required. For students receiving funds under Title IV and Title 38, the school will comply with federal guidelines

concerning constructive notice of withdrawal. All or a portion of the refund will be used to pay grants, loans, scholarships or other financial aid in conformity with federal and state law. The school will make a “good faith” effort to make a refund, if necessary, by sending certified mail to a student and/or parent’s permanent last known address.

ATTENDANCE

Students are expected to attend all classes. Excessive absences will be grounds for dismissal from the program. If make up time is needed due to an absence, the student will be responsible to cover reasonable fees. Tardiness will not be tolerated. Students are expected to be to all classes on time. This includes all lectures, labs, practical experience and internship time. Students will be required to call in to the school if they will be missing a class and/or bring a Doctor’s excuse for absences. Our program strives to follow the expectations employers have regarding attendance to assist in preparing our students for employment after graduation.

Due to the possibility of serious side effects to the unborn child, students who are pregnant, or may be pregnant will not be allowed to participate in radiology labs involving x-ray exposure, complete their internship experience, practical skills experience or shadow lab experience. Every attempt will be made to accommodate the student in setting up these times for make up time, however, due to the nature of the program, the student may need to make these classes up during the next regularly scheduled school year. It is the student’s responsibility to notify the school in writing as soon as the possibility of pregnancy is realized. Students will not graduate until the make-up work is completed.

Readmission after dismissal will require approval of the board of directors. Dismissed students must complete a new Application for Enrollment, submit another non-refundable application fee and be evaluated along with other applicants for the next class of students.

DRESS CODE

Dress should be compatible with the professional image of the veterinary community (for example, no “short shorts”, mini skirts, midriff shirts or otherwise provocative clothing). Scrubs must be worn in all courses involving contact with animals. Dress code for individual internship sites will be determined by the internship site and will be strictly enforced by the school.

HONOR CODE

Since the training offered at the Horizon School of Veterinary Assisting is Para-professional, the faculty feels strongly that the honor system is the most effective manner in which to deal with instances of cheating, theft and

misconduct. Students will be expected to notify the Program Director or Student Assistance personnel if they are aware of cheating, theft or misconduct. All information will be thoroughly investigated. Students confirmed to be involved in cheating theft or other misconduct will be immediately released from the program and will not be eligible fore re-admittance.

FINANCIAL AID

The Horizon School of Veterinary Assisting does not provide financial aid or assistance in submitting financial aid applications. Our program is approved by the Wisconsin Educational Approval Board and is considered a private, for profit institution. We are not nationally accredited by any Federal organization and therefore do no qualify to receive funds from any State or Federally funded loan, grant or scholarship program. Students often are able to obtain financial aid from smaller, private organizations, however, the majority of our students are fully responsible for their educational expenses.

CONDUCT

Proper language and professional behavior will be required of students at all times while in association with the Horizon School of Veterinary Assisting. This includes during all class-work, internship experience and any off campus educational experiences. Our school is closely associated with a prestigious veterinary referral hospital: therefore students need to be aware of this at all times and conduct themselves in a professional manor whenever anywhere on school property. Physical abuse of any of the facilities, the use of profanity or theft of any equipment or supplies may result in immediate dismissal. Verbal abuse of any instructor, animal, fellow student, board member, client or other person the student encounters while involved with the school will be grounds for immediate dismissal. The possession of alcohol or illegal drugs on campus is grounds for immediate dismissal. Intoxication by any student during any class, lab, practical experience or other educational experience administered by the school, or the internship site shall be grounds for immediate dismissal. Dismissed students will receive refunds according to the refund policy. Students may make a written request to appeal the decision to be dismissed. This request must be received within 5 working days (Mon-Fri) of the dismissal. Re-admission is at the discretion of the board of directors.

EMPLOYMENT ADVISORY SERVICES

The Horizon School of Veterinary Assisting maintains a list of veterinary facilities in search of veterinary assistants. We often have notices of openings from across the state and country; students should not expect to be guaranteed a position within a certain geographic area. It is the student's responsibility to apply to these facilities. Students are welcome to contact

the school at any time after graduation to obtain any current potential positions and the school may notify the students as opportunities become available.

Assistance in preparing the proper resume and interviewing skills, as well as job search information will be provided in coursework. Graduation from the Horizon School of Veterinary Assisting in no way guarantees employment in a veterinary facility.

Horizon School of Veterinary Assisting will send evaluations to students, internship sponsors and current employers to obtain feedback regarding the quality of education, capabilities of the students and other input that may be used by the school for the purpose of improving the program. This information is also reported to the Wisconsin Educational Approval board to meet requirements for continued approval, therefore students are expected to reply to all surveys sent and to keep the school informed of current contact information for 2 years after graduation.

GRADING SYSTEM

Horizon School of Veterinary Assisting uses a percentage based grading system for all lecture coursework, class participation is expected and may account for up to 25% of a students grade. Students will receive grades in Veterinary Assisting Practical Skills, Shadow lab and internship based upon evaluations covering technical skills, participation, attendance, professionalism and employability skills.

A (96-100%)	A- (90-93%)	
B+ (86-89%)	B (83-85%)	B- (80-82%)
C+ (76-79%)	C (73-75%)	C- (70-72%)
D (62-69%)		
F (below 62%)		
P (Pass)		
I (Incomplete)		

GPA - Grade point averages will be calculated as follows:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point

A plus (+) will add 0.4 points and a minus (-) will deduct 0.3 points

Students must maintain a cumulative GPA of 2.4 (C+) or better to remain in good standing. A minimum GPA of 2.4 (C+) will be required for internship participation. Students with a GPA of less than 2.4 (C+) will be required to do

independent work, as assigned in place of the practical work experience provided for during the internship portion of this program. Students who do not possess the minimum GPA after each midterm or final exam will be placed on academic probation. The student must bring up the GPA to the minimum standard by at the next testing period (mid term or final). Students with GPA's of less than 2.4 (C+) at the end of first semester will not be allowed to return for second semester. Students with a GPA of less than 2 (C) will not graduate and will need to re-complete coursework where less than a 2.4 (C+) average is obtained. There is no guarantee a spot will be available in the following year's class for this completion. Students will be admitted for repeat coursework as space permits. Additional tuition will be required for repeat coursework. Tuition for repeat coursework will be determined by class time required to complete the coursework, and administrative fee of 10% and will be based on the tuition for the year in which the coursework will be repeated. IE: A course that runs for 25% of the hours of the full curriculum will be 25% of the current tuition plus a 10% administrative fee when repeated. Students dismissed from the program for academic reasons will be entitled to refunds in accordance with the refund policy.

Grades will be available to students within 10 days of the end of each semester, and may be mailed or handed out confidentially to the students. If grades are mailed they will be mailed to the last known address.

STUDENT RECORDS

Student records will be confidential. Students wishing to allow others access to any information, including grades and performance in the program, will need to sign a waiver. This will include the release of information to prospective employers. Students will be given a copy of the waiver at the start of each school year.

Student records will consist of the enrollment application including essay question answers, grades, academic notices, internship evaluations, Practical skills evaluations and Shadow lab evaluations as well as any financial notices and other correspondence between the student and the school.

Student records will be maintained for 3 years post graduation on the active student roster. These students may receive information from the school regarding employment opportunities, continuing education opportunities or employment surveys for the 3-year period. Students are required to return surveys sent during the first year after graduation. Students may elect to be removed from this active roster after the first year by contacting the school.

Horizon School of Veterinary Assisting understands the importance of confidentiality as well as the need for information dissemination among

prior and current students. We will make every attempt to abide by each student's individual decision regarding these records and information.

STUDENT GRIEVANCES

The Horizon School of Veterinary Assisting maintains an open door policy. Any concerns of the student should be brought to the attention of the Program Director or President. If a student has a concern involving the Program Director the concern should be brought to the attention of the President. The board of directors will address all grievances and students will be notified of the decision within 30 days. An informal meeting including all involved parties with the grievance may be conducted to correct the problem. The decision of the board of directors is final.

Students may also elect to take their grievances to the Wisconsin Education Approval Board. The procedure for filing a complaint with the WEAB may be obtained by calling 608-266-1996, or writing the Educational Approval Board at 30 W. Mifflin St, 9th Floor, PO Box 8696, Madison, WI 53708, or by visiting their website at eab.state.wi.us

SCHOOL YEAR

The first class period will normally begin the second Monday after Labor Day, and graduation will generally occur the Tuesday prior to Memorial Day. Specific dates, and any variations will be found in the separate "Class of ___" information sheet included with the application packet.

There will be a scheduled break for Christmas and New Year holidays, and a spring break may be scheduled for each class. Specific dates will be determined each year and can be found on the "Class of ___" information sheet.

Four weeks of internship training will be incorporated into the program and will be completed in April of each year. The student is responsible for organizing the internship portion of their education. Assistance will be provided if needed from the school. Horizon School of Veterinary Assisting will maintain a listing of clinics interested in our interns. This internship may be served at the Fox Valley Animal Referral Center, Green Bay Animal Emergency Center; any Horizon Veterinary Services managed practice or any practice of the student's choice that has been approved by the Board of Directors. The entire internship shall be spent at one location, unless prior approval has been requested and approved by the Program Director. The internship is a non-paid work experience and students will be assigned to a specific supervisor at the internship site. All policies of Horizon School of Veterinary Assisting regarding proper dress, conduct, absences and professionalism will be in effect during the internship. The student will also follow specific policies of each individual internship location. Students will

be given specific guidelines, projects, directions and policies for the internship experience.

CLASS TIMES

Specific course work times for each class will be found in the separate “Class of___” information sheet included with your application packet. In addition to these specific times, students will be required to complete an additional 2 hours per week of Practical Skills coursework and 2-4 hours of Shadow lab. Time for this coursework will not necessarily be available on the same days as lectures and may be held any day and time. Students will have the opportunity to sign up for specific times at the beginning of each school year.

CLINICAL PROFICIENCY EXAMINATION

Students may be required to take a clinical proficiency examination prior to entering internships or graduating.

CLASS SIZES

Maximum enrollment for each class will be 24 students. This is necessary to insure our students receive the individual attention required to understand the knowledge presented.

SPECIALIZED CLASS SIZES

Lecture portions of coursework will be given to the full class of students. Practical Skills work will be limited to 4 students per instructor and Shadow Lab experience will be one on one experience.

Veterinary Assistant Skills List

VETERINARY OFFICE SKILLS

- Properly and professionally answer telephones, schedule appointments and record messages
- Obtain histories from clients and properly transcribe on to medical records
- Review finances, and collect payments with accuracy and professionalism
- Understand basic principles of business management
- Understand the importance of proper medical record keeping and filing systems
- Professionally convey client education and doctors instructions to clients
- Greet clients professionally with a helpful, knowledgeable demeanor
- Recognize emergency situations and respond appropriately by notifying the correct person to take over
- Stock hospital supplies, check in supply orders and put orders away

RADIOLOGY

- Principles and procedures of radiation safety
- Principles of radiation production and usage
- Use of radiograph technique charts
- Principles of radiograph developing and processing of films
- Introduction to digital radiography
- Record keeping in radiology
- Positioning of diagnostic quality abdominal and thoracic radiographs
- Assistance in positioning of skeletal and other advanced radiograph procedures
- Equipment and supply maintenance in the radiology suite

LABORATORY PROCEDURES

- Proper handling of specimens, including but not limited to blood, stool, urine, tissue and bacterial culture specimens
- Proper use of various laboratory equipment
- Proper use of veterinary lab testing kits
- Introduction to parasitology, including endo and ecto parasite life cycles, prevention and treatment
- Preparation and interpretation of PCV/TS
- Performance of urinalysis gross examination and specific gravity test, chemical analysis and proper preparation of urine for sediment examination

- Set up procedures for examination of ear swabs for bacteria, yeast and parasite inspection
- Set up of fecal parasite testing
- Identification and proper use of laboratory equipment and supplies
- Preparation and submission of samples for reference laboratory interpretation
- Correlation of basic lab test data to common disease processes
- Obtain specimens for laboratory interpretation (stool, free catch urine, blood)

SURGICAL ASSISTANCE AND ANESTHESIA

- Restraint and positioning of a patient for tracheal intubation
- Restraint of a patient for administration of intravenous anesthesia
- Understanding of the basic use of inhalant anesthesia machines for oxygen therapy and have the ability to provide positive pressure ventilation using an anesthetic machine
- Understand principles of sterile technique and various sterilization methods
- Know the names of basic surgical equipment and instruments, how to properly clean and prepare these instruments into surgical packs
- Knowledge and understanding of what is performed in routine surgical procedures such as Spay, Neuter, Declaw, Laparotomy, Mass removals
- Basic understanding of pain management and common medications used for this purpose in veterinary medicine
- Proper placement of simple bandages
- Introduction to anesthetic principles and safety
- ** Students are not prepared to monitor anesthesia upon graduation

MEDICAL NURSING SKILLS

- Obtain proper patient histories, perform and properly record patient temperature, pulse and respiration values
- Recognize the difference between a patient who is stable and critical
- Understand the basics of fluid therapy
- Identify supplies and equipment used in patient treatment such as ophthalmoscopes, otoscopes, bandage materials, catheters, syringes, needles and other medical care devices
- Connect and disconnect a patient from intravenous therapy correctly
- Maintain proper medical records.
- Understand the principles of CPR and how to assist with a code in progress
- Restrain dogs and cats for various medical procedures
- Collect voided urine specimens from canine patients
- Demonstrate familiarity with canine and feline behavior principles
- Use and understand medical math calculations necessary for pharmaceutical therapy

- Understand common vaccinations for dogs and cats, the diseases they protect, and the commonly used vaccination schedules
- Demonstrate familiarity with common wellness procedures, such as fecal examination, heartworm testing, geriatric medicine and hip dysplasia
- Identify signs of shock
- Properly move patients and clean kennels appropriately to prevent disease transmission within the hospital while providing comfort for patients
- Understand basic principles of nutrition including prescription diet use
- Administer ocular, otic and oral medications
- Trim toenails of dogs and cats
- Clean ears of dogs and cats
- Understand basic medical terminology and abbreviations
- Demonstrate knowledge of basic pharmacology and routes of drug administration
- Understand canine and feline dentition and basic principles of dentistry (Students will not learn to perform dental prophylactic procedures)
- Have a basic knowledge of anatomy and physiology of the bodies various organ systems
- Identify common canine and feline breeds
- Perform a routine bath of a dog
- Understand proper catheter care and maintenance
- Identify proper bandage and splint function
- Demonstrate a professional demeanor with clients and patients under all circumstances

Horizon School of Veterinary Assisting Course Descriptions

ANATOMY AND PHYSIOLOGY (1 Semester)

Basic gross anatomy and normal physiology of the canine and feline patient will be studied. An introduction to abnormal physiology and disease processes of various organ systems will be given. Cardiovascular, Respiratory, uro-genital, gastro-intestinal, skeletal and other organ systems will be covered.

SURGICAL ASSISTING (1 Semester)

Students will learn instrumentation, instrument cleaning, surgical pack preparation and sterilization techniques for surgical instruments and the surgical suite. Basic anesthesia principles, common anesthetic techniques used, basic patient monitoring and an introduction to “what is done” during routine procedures will also be covered. This is an introductory course and

students will not be prepared to monitor anesthetized patients, but instead will have a basic understanding of anesthesia principles and safety.

INTRODUCTION TO VETERINARY ASSISTING (1 Semester)

This course will introduce students to the basic organization of a veterinary clinic with regard to legal issues, job descriptions, and employer expectations. Basic animal restraint techniques for canine and feline patients, medical terminology, breed identification and veterinary ethics will also be covered.

LABORATORY PROCEDURES (1.5 Semesters)

Students will learn proper specimen collection, handling and preparation techniques. Specimens will include blood, urine, stool and tissue for testing procedures. Normal values for routine lab tests, lab equipment care; basic use of a microscope will be presented. Students will perform PCV/TS, automated chemistry testing, test kit use, Urinalysis gross, chemical and specific gravity, and proper staining techniques for various types of samples. Parasitology including endo and ecto parasite life cycles, prevention and treatment procedures will also be covered.

RADIOLOGY (0.5 Semester)

An introduction to radiation production, film processing, troubleshooting, equipment maintenance, record keeping and safety. Students will also learn proper positioning for thoracic and abdominal radiographs along with proper assisting techniques in skeletal and other advanced radiography procedures.

NURSING SKILLS (2 Semesters)

Students will be introduced to nursing skills for inpatient and outpatient canine and feline patients. Avian, reptile and small caged pet medicine will be touched upon. These skills will include normal physiologic values and history taking, techniques in bandaging and bandage and wound care, fluid therapy, physical therapy, ECG tracing, pain management, patient comfort, CPR, ear care, nail clipping, medication administration, catheter care and bathing. Students will cover basic pharmacological principles, routes of drug administration, dosage calculation, preparation of medication for dispensing, pharmacy management and client communication. Medical math will be included in this course, as well as legal issues regarding pharmaceuticals. An introduction to common wellness medicine procedures will also be included in the coursework.

VETERINARY OFFICE PROCEDURES (1Semester)

Reception procedures, including filing, client service, telephone etiquette, appointment scheduling, billing and payment collection will be studied. The importance of client perception, team building and professionalism will be

stressed. Students will learn resume writing and interviewing skills as well as touch on personal leadership skills.

PRACTICAL SKILLS (2 semesters)

Students will spend a minimum of 2 hours per week in supervised, hands-on training. The student to instructor ratio in this course is 4:1 maximum. Students showing difficulty in grasping and performing skills may be required to complete more time, and students are welcome to arrange with the Program Director for additional hours if they feel they need the extra experience. This coursework schedule is determined at the start of each year and **MAY BE HELD ON VARIOUS DAYS AND TIMES, NOT NECESSARILY BEING AVAILABLE THE SAME DAY AS LECTURES ARE PRESENTED.** Students will receive a sign up sheet at the start of each year and a schedule will be developed to meet as many needs of the individual class as possible. Students are expected to be flexible and must understand that all individual preferences may not be able to be met each week. This practical experience will be strictly supervised time and will take place at the Fox Valley Animal Referral Center.

SHADOW LAB (2 semesters)

Students will spend a minimum of 2 hours per week working side by side with a CVT or experienced assistant at the Fox Valley Animal Referral Center. This experience brings together the lecture work, the protected environment of Practical Skills and the reality of multitasking and stressful situations for the veterinary assistant. Times for this course work is variable but often available 24 hours per day 7 days a week to meet the students scheduling needs.

INTERNSHIP EXPERIENCE

Practical, hands-on-experience is a vital component of veterinary assistant training. During the full course students will participate in several types of hands-on experience, the internship program is part of this experience.

Internships will be actual “employment” type situations. Students will be working as an assistant, using the knowledge and skills learned in the classroom and other course work and putting that knowledge to use at a small animal veterinary clinic. Students will be under the direct supervision of the internship sites staff (DVM and/or CVT) as well as the direction of the Horizon School of Veterinary Assisting.

Prior to the student’s internship experience, the student must have completed all coursework to date, with a grade point average of 2.4 (C+) or better. Students with a GPA less than 2.4 (C+) will be required to do independent work, as assigned by the program director in place of the

practical work experience provided for during the internship portion of this program.

Students completing their internship experience at a practice will be given a checklist of tasks to complete during their experience. This is a guide for our sites, not all tasks will be available at all practices. It will be the student's responsibility to be sure these checklists are completed. Students will also keep a case log of patients they work with, write on case report, and present that case report to the class. Specific details will be given to the student prior to commencement of the internship.

This is a work experience and students will be expected to represent the school in a professional manner. Attendance and punctuality during internship experience is mandatory. Students must follow the schedule provided by the internship site and obtain 15-20 hours per week of experience per week for a total of not less than 60 hours in the 4-week period. All students while completing their internship will follow the personnel policies of each individual practice. Internship sites may request a student be removed from their practice if a student is now working out for them, for any reason. Our internship sites are generous with their time and staff when accepting our student interns, and the preservation of these opportunities for future students is important to the school. Students removed from their internship site will then be required to complete course-work as described for students denied the internship experience. Students may request to be removed from an internship site if they feel it is not the right practice for them. This will require a meeting with the President and/or Program Director and internship site supervisor prior to approval and the student will be expected to continue their obligation until a decision has been made.

This experience is an invaluable portion of the student's education; all polices will be strictly enforced.

For further information or answers to any questions please contact the Horizon School of Veterinary Assisting.

Deb Stafford, President, may be reached at deb@horizondvm.com or direct phone at 920-882-4302.