



MURRAY
STATE COLLEGE

From Here... Go Anywhere.

VETERINARY NURSING STUDENT HANDBOOK



Table of Contents

Introduction	5
Philosophy of the Veterinary Nursing Program	5
MSC Veterinary Nursing Program Mission Statement:	5
Essential Functions and Accommodation Policy	6
General Physical Requirements	7
Cognitive Ability	7
Communication Skills	7
Professionalism and Interpersonal Skills	7
Manual Dexterity and Mobility	8
Auditory, Olfactory, and Visual Skills	8
Reasonable Accommodations	9
Request for Accommodations	9
MSC Student Support Concerning ADA Needs	9
Faculty & Staff	10
Graduation Advisory List -	10
Enrollment & Registration	11
Veterinary Nursing General Guidelines	11
Commitment to the Veterinary Nursing Program	11
Professionalism	11
Veterinary Nursing Dress Code	11
Personal Grooming	11
Professional Appearance	11
Official Dress (Face-to-Face students)	12
Action Plan for Non-compliance	12
Veterinary Services (Face-to-Face students)	12
Parking/Vehicles (Face-to-Face students)	12
VN Building Access (Face-to-Face students)	13
Tobacco Use (Face-to-Face students)	13
Computer Use (Face-to-Face students)	13
Copies (Face-to-Face students)	13
Wi-Fi (Face-to-Face students)	13
Student Organizations	13
Attendance & Tardiness	13
Grading	14
Academic Misconduct	14
Plagiarism	15
	2

Penalties	15
Action Plan for Academic Misconduct—	16
Off-Campus Clinical Instruction (OCCI) Site Student Violation –	16
Action Plan for Health Care Code of Conduct Violation—	16
Hospital Rounds (Face-to-Face students)	17
Skills Lab (Face-to-Face students)	17
Continuing Education, Service Learning and Career Exploration Trips (Face-to-Face students)	17
Tutoring	18
Cell Phone Use	18
Food and Drink (Face-to-Face students)	18
ADA Statement	18
Externship	18
Academic Resources	19
Bookstore – Online	19
Business Office	19
Financial Aid	19
Information Technology	19
Library	19
Registrar	19
Student Life and Student Affairs	20
Student Success Services	20
Student Health and Safety	21
Aggressive Animal Policy	21
Animal Bites and Scratches Policy	21
Animal Care and Use Concern Policy	22
Student Rabies Vaccination Policy	22
Zoonotic Concerns	23
Pregnancy Concerns	23
Safety/Injury Concerns	24
Health Care/Illness/Injury	24
Evacuation Plan	24
Public Health Concerns of Veterinary Nursing Personnel	27
State and National Board Exams	30
Oklahoma Board of Veterinary Examiners-Veterinary Practice Act 775:10-7-10.	30
Denial, suspension or revocation of a veterinary technician certificate.	30
Dismissal from the Program	30
Readmission to the Program	32

Appeal of Course Grade and Grievance Procedure	32
References:	32
MSC VETERINARY NURSING PROGRAM FORMS	33
Murray State College Professional Liability	34
Murray State College Student Handbook Student Understanding Form	35
Veterinary Nursing Student Handbook Student Understanding Form	36
Veterinary Nursing Student Agreement Form	38
Veterinary Nursing Release, Hold Harmless and Indemnification Agreement	39
Graded Papers Release Form	40
Media Consent & Release Form	41
Rabies Vaccination Policy and Information	42
Letter for Insurance Companies for Verification of Rabies Vaccination Requirement	44
Rabies Vaccination Form	45
Pregnancy Policy	46
Pregnancy Physician Visit - Checklist	47
Health Status Release Form	48
Health/Risk & Liability Release	49

Introduction

This handbook is to assist the student with common protocols within the veterinary nursing program. It does not replace or supersede the Murray State College Student Handbook but is in addition to it.

The Murray State College Veterinary Nursing curriculum is fast-paced and highly integrated. For this reason, a specific course sequence for completion of the program has been designed to ensure each student acquires the skills needed to be successful in this career in a timely fashion. To successfully complete the program objectives, a full-time academic commitment is necessary.

To be successful in the program, students must learn **time management** skills beginning the first week of classes. In general, students should schedule **three hours of preparation, study, and review time for every one hour of lecture instruction and one hour of preparation, study, and review time for every one hour of laboratory instruction.** This may seem difficult to do at first, but it is necessary for the highest level of success in the program.

Students in the program should take advantage of the many services provided by Murray State College. Your classmates and students in the class ahead of you are available to help you be successful in your studies. Finally, do not hesitate to seek assistance from our program faculty...view your instructors as a resource and be aware that they “stand ready” to assist you. The veterinary nursing instructors believe that the student is the reason we are here. Never forget, however, that you play a very important part in your own success. **Learning is an active process in which the learner must do the learning.**

Program success is all about preparation, dedication, and commitment. But ***attitude*** is just as important as skill acquisition. Without kindness and caring, you may be an excellent healthcare provider, but not an excellent veterinary technician. The animal needs you, the owner needs you, and your colleagues need you to be a team player and pursue the best in all you do. So, do your best to be professionally courteous at all times, feel good about yourself and what you have accomplished as you end each day and embrace the new challenges tomorrow will bring.

Animals for clinical skills training are obtained through local animal shelters, MSC College Farm, private farms, clinical sites, and employees of Murray State College. All students are expected to participate in the care, handling, and nursing management of a wide variety of species, including small, large, exotic, and laboratory animal species. Cadavers, preserved and unpreserved animals, and animal tissues will be used for training purposes. Though it is rare, in some instances animals may be euthanized during teaching laboratories; however, the program adheres to the policies and procedures outlined in the Animal Welfare Act at all times when using animals for training purposes.

Philosophy of the Veterinary Nursing Program

The mission of Murray State College is to provide opportunities for student learning, personal growth, professional success, and community enhancement. The Veterinary Nursing Program is an integral part of Murray State College; therefore, it functions within the philosophy and purposes of the college.

MSC Veterinary Nursing Program Mission Statement:

The mission of the Murray State College Veterinary Nursing Program is to educate and empower students through rigorous, hands-on learning experiences, fostering compassionate, skilled, and credentialed professionals who contribute meaningfully to the veterinary medical team.

MSC Veterinary Nursing Program Educational Outcomes:

Successful veterinary nursing students will meet the educational goals of the program by demonstrating the following:

- ❖ Communicate effectively with both professional staff and clients concerning veterinary patient care.
- ❖ Provide and document veterinary patient nursing care and treatment.
- ❖ Proficient in the skills required of entry-level degreed veterinary nurses/technicians.
- ❖ Functions as a self-directing, accountable member of the veterinary profession.
- ❖ Practices within the ethical and legal framework of a veterinary nurse/technician.
- ❖ Successful completion of the Veterinary State Board Exam and the Veterinary Technician National Examination.

Successful graduates will become excellent providers of quality health care for animals and outstanding members of society.

Murray State College offers face-to-face and distant learning options in the Veterinary Nursing program that lead to an Associate of Applied Science degree. The program has full accreditation by the American Veterinary Medical Association. Graduates are eligible to sit for state and national board examinations.

Associate Degree Veterinary Nursing Programs:

1. Face-to-Face: Two years to complete. Distance Learning: A two-year course sequence with added flexibility if needed on an individual basis.
2. Combine veterinary nursing theory and skills with college-level general education courses in the arts and sciences.
3. Produce graduates that are well-rounded individuals.
4. Are conducted by an institution of higher education.

Employment opportunities for veterinary technicians are numerous and varied and may include the following:

1. Providing professional assistance to veterinarians, biological researchers, scientists, animal control, and humane organizations.
2. Duties accomplished in compliance with federal, state, and local laws. These duties shall not include diagnosing, prescribing, or performing surgery.
3. The care and handling of animals, knowledge of their normal and abnormal life processes, medical and surgical nursing, anesthesiology, radiography, and clinical laboratory procedures.

Students should be aware that employment opportunities and compensation vary widely and are influenced by geographic location and type of employer.

We welcome you to the Veterinary Nursing Program and look forward to guiding your educational journey over the next two years!

Essential Functions and Accommodation Policy

The field of veterinary nursing is both intellectually and physically challenging. All students must meet the technical standards required of the Veterinary Nursing Program (VNP) and Veterinary Nursing Distant Learning Program (VNDLP) to perform essential skills set forth by the AVMA-CVTEA accrediting body and the veterinary profession. The extensive nature of the essential skills and technical standard

requirements listed may prevent some prospective students with disabilities from qualifying for enrollment or continued enrollment in the VNP and VNDLP programs.

Applicants and students must be able to satisfy, with or without the use of appropriate auxiliary aids (including prosthetic devices), the following technical standards, which relate to physical abilities. If one aid or prosthetic device interferes with a second aid or prosthetic device needed to carry out a single act, then the individual may be restricted in meeting the technical standard. Due to the nature of the essential skills, reduced distraction testing areas, and extended time, accommodations will not be provided for any laboratory course exams.

General Physical Requirements

Students must independently:

- Walk and stand for at least ten minutes at a time, multiple times per hour.
- Lift and/or carry up to 50 pounds from floor to waist level or higher at least several times per day.
- Lift objects weighing up to 50 pounds to a height of one meter or higher and carry the object or animal for a distance of two meters.
- Use hands and arms to handle, install, position, and move materials, equipment, and supplies.
- Handle, position, and restrain live animals of small and large animal species.
- Have sustained contact with multiple species of animals and learn the safe handling, restraining, and working with these animals.
- An individual should not be allergic to any species of animals to the extent that would prohibit working in a facility that has them.

Cognitive Ability

Students must independently:

- Function in a structured environment within significant time constraints, make rapid decisions in urgent situations, and meet deadlines.
- Demonstrate a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting, including humane euthanasia and handling of sick, injured, fractious, or aggressive animals without fear.
- Complete required tasks/functions under stressful and/or unpredictable conditions, including emergency situations.
- Access information from books, reference manuals, computers, and paper and electronic medical documents to perform duties and safely use equipment.
- Prioritize, organize, and utilize time-management skills to perform tasks.
- Evaluate, synthesize, and communicate diagnostic information to the attending veterinarian and/or staff.
- Demonstrate the need for minimal supervision as they advance through the program.

Communication Skills

Students must independently:

- Communicate accurately and effectively in English.
- Comprehend and carry out complex written and oral instructions given in English.
- Make legible and coherent notes in English within the margins and space provided on the appropriate forms.

Professionalism and Interpersonal Skills

Students must independently:

- Demonstrate professional and socially appropriate behavior; maintain cleanliness and personal grooming consistent with close human and animal contact.
- Interact appropriately with clients and all members of the veterinary healthcare team.
- Demonstrate good judgment and make appropriate professional and procedural judgment decisions under stressful and/or emergency conditions (i.e., unstable patient condition), emergent demands (i.e., "stat" test orders), and distracting environments (i.e., high noise levels, complex visual stimuli, aggressive animals).

Manual Dexterity and Mobility

Students must independently:

- Move his/her entire body a distance of no less than three meters within two seconds of a signal to do so to move rapidly from danger while handling animals in confined spaces.
- Perform the essential functions of the profession. This includes manipulating small equipment, adjusting resistance on equipment, holding hooves while cleaning and evaluating, and managing syringes, catheters, and common surgical instruments.
- Complete physical assessment and perform nursing duties in a timely manner. This includes performing palpation during physical exams, administering oral, intramuscular, subcutaneous, and intravenous medication, inserting and removing tubes, collecting organic samples from live animals, and performing wound care.
- Palpate and interpret findings, i.e., palpation of pulses, lymph nodes, or trachea to determine proper endotracheal tube size.
- Operate surgical instruments. This includes assisting with hemostats or other instruments while assisting in surgery; inducing and monitoring general anesthesia in an animal patient; and placing intravenous and urinary catheters.
- Hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. This includes using a surgical sponge; tying a 00-silk suture; endotracheal intubation; intravenous injection; catheterizing animals to obtain samples of urine and/or other body fluids; and applying bandages.

Auditory, Olfactory, and Visual Skills

Students must independently:

- Possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, very small variations in color, and adequate depth perception (size, shape, and texture), including differentiation of details as viewed through a microscope. This includes characterizing and interpreting the color, odor, clarity, and viscosity of body structures and fluids, observing variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.
- Possess visual ability to allow for observation and assessment as necessary in nursing care, both from a distance and close by, in order to recognize physical status and non-verbal responses, including behaviors.
- Monitor and assess health status, including auscultation of heart and lungs, and respond to equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.
- Recognize and respond appropriately to distress sounds from animals and alarms/warning signals on animal-monitoring equipment directly and through intercommunication systems to ensure patient safety.
- Detecting and responding appropriately to odors in order to maintain environmental safety and patient needs.
- Use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.
- Observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. This includes detecting and describing a change in color of hair coat caused by licking or trauma, detecting abnormal

head posture in a parakeet; monitoring respiratory rate during anesthesia; reading anesthesia monitoring equipment.

- Discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes characterizing bacterial hemolysis on a blood agar plate, density patterns on a radiograph, and trace ECGs.
- Demonstrate adequate depth perception to allow detection of a 0.5 cm elevation, which is no more than 1 cm in diameter on a slightly curved surface having a slightly irregular surface. This includes detecting tissue swelling on the hip on a smooth-haired dog and determining the presence of a reaction to skin testing for allergies.
- Communicate in a surgery room while all occupants wear surgical masks.
- Detects movement of large animals in a pen or corral.
- Monitor multiple patients in an ICU.

Reasonable Accommodations

The Americans with Disabilities Act (ADA) defines a disability as a substantial limitation of a major life function. A temporary medical condition does not qualify as a disability and is not covered under the ADA of 1990 or under Section 504 of the Rehabilitation Act because the extent, duration, and impact of the condition are not permanent. Accommodations may not provide an unfair advantage to the students, fundamentally alter the nature and substance of the curriculum, present an undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program. Students may be required to cover the cost of such accommodations and should be aware that a potential employer may not be amenable to the use of accommodations that result in undue hardship to the employer. Students receiving accommodations must be aware that these may not be available from a prospective employer. Veterinary practices with small numbers of employees may be exempt from the requirements of the ADA.

Examples of reasonable accommodations that may be available to students that qualify under the ADA for performance of required skills could include the following:

- Amplified stethoscope
- Portable speech amplifier
- Hearing aids
- Clear surgical masks
- Magnifying headsets
- Non-allergenic gloves
- Magnifying microscope monitor

Request for Accommodations

Students seeking accommodations must self-disclose to the Disability Services Office to determine eligibility. Accommodations specific to core program requirements will be at least equivalent to those approved by the licensing body.

To ascertain appropriate accommodations, the Disability Services Office may request assistance from appropriate veterinary medicine and technical specialists: Disability Services Office, Advising & Counseling Center at (222) 819-0000.

MSC Student Support Concerning ADA Needs

Murray State College is committed to providing equal access to college programs and services for all students. Under college policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodation to ensure the student has an equal opportunity to perform in class. If any member of the class has such a disability and needs special academic accommodation, please report to the testing centers as soon as possible. On the Tishomingo Campus, contact the

Testing Center at (580) 387-7304. On the Ardmore campus, contact the Testing Center at (580) 319-0371, located in the UCSO main building. Reasonable accommodation may be arranged after verification of ADA needs. Do not hesitate to contact the instructor if any assistance is needed in this process.

Faculty & Staff

Erika Hanna, D.V.M Program Co-Chair College Veterinarian Associate Professor Atoka, OK 74525 580-387-7523 (work) ehanna@mscok.edu	Aubree Lively, BBA, RVT Program Co-Chair Durant OK 580-387-7526 (work) alively@mscok.edu
Carola Morrison, BSVT, RVT Assistant Professor Milburn, OK 73450 580-387-7524 (work) cmorrison@mscok.edu	Anna Hamilton, BS, RVT Faculty Durant, OK 74701 580-387-7525 (work) arhamilton@mscok.edu
Kendall Zedd, BA, RVT Faculty Ada, OK 74820 kzedd@mscok.edu	Priscilla McGlocklin, RVT Clinical Technician Milburn, OK 73450 580-387-7521 (work) pmcglocklin@mscok.edu
Murray State College Veterinary Nursing One Murray Campus Tishomingo, OK 73460 580-387-7520 mscvn@mscok.edu	

Graduation Advisory List -

Graduation advisors for veterinary nursing and veterinary assistant students are assigned by the student's last name.

Aubree Lively, BBA, RVT—Online Students
Priscilla McGlocklin, RVT—Face-to-Face Students
Carola Morrison, BSVT, RVT—Face-to-Face Students

Enrollment & Registration

All MSCVN students must be enrolled/registered for core VN courses by or before the Friday before preview week begins (preview week begins one week before the official semester start date; therefore, students must be enrolled in core VN courses two weeks before the official semester start date.)

All students who wish to continue their education in pre-veterinary medicine, Dan Moore will be your graduation advisor.

Veterinary Nursing General Guidelines

Commitment to the Veterinary Nursing Program

The Veterinary Nursing Program is a challenging two-year program (distance learning offers course sequence flexibility on an individual basis) that requires a **tremendous amount of time** and must be the student's top priority if they are to be successful. Students who cannot devote the required time and effort should consider reapplying to the program at a later date.

Professionalism

Professionalism is a valuable part of your training, and you are expected to conduct yourself in a professional manner at all times. Professionalism includes appearance, written and spoken communication, and behavior.

Veterinary Nursing Dress Code

Personal Grooming

- Daily bathing and deodorant use are required, and be mindful that perfume/cologne should be applied sparingly.
- Hair should be neat and clean and secured away from the face.
- Neatly trimmed beards or mustaches are acceptable; otherwise, close shaves are expected.

Professional Appearance

- Long dangling earrings and open plugs are dangerous and are not acceptable; other obvious body piercings are acceptable as long as the student is in compliance with clinical policies set in Off-Campus Clinical Institution Sites (MSCVN Distance Learning Students) and on Externship (MSCVN Sophomore Students).
- Hair of unnatural hair color is acceptable as long as the student is in compliance with clinical policies set in Off-Campus Clinical Institution Sites (MSCVN Distance Learning Students) and on externship (MSCVN Sophomore Students).
- All students are required to wear clean and wrinkle-free scrubs with pants of appropriate length (not dragging the ground) at all times while in the veterinary nursing building and on externship.
 - You are required to wear undershirts if your scrubs do not cover your body properly.
 - During the winter, shirts may be worn under scrubs or a lab coat may be worn over scrubs.
You are not to wear jackets, hoodies, sweatshirts, etc. over your scrubs.
 - All veterinary nursing and assistant students are required to wear **ROYAL BLUE SCRUBS**– Any style or brand is acceptable (no jumpsuits)
- Lab coats may be of any color but **NOT white**.
- Official winter lab jackets are: Brand: Med Couture - Women's Performance Fleece Scrub Jacket, Black, Catalog #8684.

- Name badges are worn on the right side of the chest.
- Veterinary Nursing Patch should be sewn onto the left upper sleeve of all scrubs.
- Closed-toe/closed-heel shoes at all times. Crocs are not acceptable.
- No hats or caps are to be worn during classes.
- Laboratory coats are mandatory in Clinical Pathology Clinical Skills Courses I & II.
- Large animal labs students may wear jeans with royal blue scrub top and boots or rubber boots.
- Distance Learning Students: It is encouraged that students wear royal blue scrubs. However, due to the nature of the education style in the distance learning program, students may wear either royal blue scrubs or attire that meets your off-campus clinical institution sites' clinical policies. Distance learning students will still be responsible for the following:
 - Students must be dressed appropriately and professionally.
 - Lab coats may be of any color but **NOT white**.
 - Name badges must be worn on the right side of the chest at all times to delineate our MSCVN students.
 - Closed-toe/closed-heel shoes at all times.
 - Long dangling earrings and open plugs are dangerous and are not acceptable.
 - Hair of unnatural hair color is acceptable as long as the student is in compliance with clinical policies set in Off-Campus Clinical Institution Sites (MSCVN Distance Learning Students) and on externship (MSCVN Sophomore Students).

Official Dress (Face-to-Face students)

Attire for trips or at other times when requested by faculty will be a veterinary nursing polo shirt with black slacks (one polo shirt will be provided for each sophomore student; you will need to buy a pair of black slacks and black closed-toe shoes). Both shirt and slacks must be clean and pressed, with clean shoes. You are representing not only yourself but also your classmates and the Murray State College Veterinary Nursing Program.

Action Plan for Non-compliance

- **First offense:** Student will be dismissed from class. Distance learning students may be dismissed from their OCCI site or receive a failing grade for an affected clinical skills course video submission.
- **Second offense:** Student will be dismissed from classes for the day. Distance learning students may be dismissed from their OCCI site or receive a failing grade for an affected clinical skills course video submission.
- **Third offense:** The student will attend a meeting with the director of the program and faculty/staff.

Veterinary Services (Face-to-Face students)

Murray State College's veterinary nursing program provides limited veterinary services for student-owned animals. These services are performed on an appointment basis only. We **are not** able to see emergency calls.

Parking/Vehicles (Face-to-Face students)

The designated parking area for veterinary nursing students is along the east fence in front of the building and the parking area south of the county fair barn. Student parking is not allowed directly in front of the building, along the driveway or behind the building.

The speed limit on all roads around the Veterinary Nursing building is 10 mph.

VN Building Access (Face-to-Face students)

Front door keys will be issued to each student and will permit access from 6:00 am to 6:00 pm, Monday through Friday. Students who lose their key will be responsible for purchasing a replacement key at a cost of **\$150.00**.

Building Access after Hours (Face-to-Face students)

Due to safety and security concerns only, work-study students are allowed to be in the building after hours and on weekends. Non-students are not allowed in the building after hours and on weekends.

Tobacco Use (Face-to-Face students)

Effective August 6, 2012 (per Oklahoma Governor's Executive Order 2012-01), the use of tobacco products (tobacco/vapers/e-cigarettes) is prohibited on any property owned, leased, or contracted for use by the State of Oklahoma, including state-owned vehicles. There are no designated smoking or tobacco use areas on our campus, including roads and parking lots.

Computer Use (Face-to-Face students)

The computers and printer in the student resource area are available for student use; however, other computers in the veterinary nursing building are **not** available for student use. Computers are available in the library (library hours are 7:30 am to 8:30 pm Monday through Thursday, 7:30 am to 4:00 pm Friday, and 5:30 pm to 8:30 pm on Sunday). The computer lab will also have computers available during most of the same hours that the library is open; however, computer lab hours will be affected by classes scheduled there and by the availability of student workers. Most veterinary nursing assignments are required to be typewritten, and it is very helpful for students to have a personal computer and printer.

Copies (Face-to-Face students)

There is a printer for student use in the veterinary nursing student resource room. This is for minimal use only. If you need copies for a class project, please contact an instructor. Personal copies may be made at the campus copy center, and a fee schedule is available there.

Wi-Fi (Face-to-Face students)

There is Wi-Fi access in the Veterinary Nursing building and in several places on campus.

Student Organizations

Participation in veterinary nursing/technician organizations is strongly encouraged. Students receive membership in the Student Chapter of the National Association of Veterinary Technicians of America while they are attending Murray State College. It is highly recommended students become members of their state veterinary technician association. The MSCVN student organization meets monthly and is mandatory to attend.

Attendance & Tardiness

Regular attendance is essential to optimum academic achievement. Therefore, students are expected to be on time and to attend every meeting of courses in which they are enrolled. Absences in excess of one hour per course hour enrolled are considered sufficient to seriously affect academic achievement in class. Whenever any student's absences are so excessive that, in the judgment of the instructor, a satisfactory degree of progress cannot be expected, the student may be administratively withdrawn from the class. Arriving late to class is disruptive and shows a lack of respect for your classmates and instructors. Habitual tardiness may adversely affect your grade. Doors may be locked at the beginning of class.

Students need to be informed that classroom doors will be locked at the beginning of class. This is for the student's protection against intruders into the classroom and to prevent late students from entering after class has begun. If a student leaves the classroom during class for any reason, they will not be permitted back into that class.

Students involved in school activities may have "excused absences"; however, an absence classified as an "excused absence" does not excuse the student from class work or assignments on those "excused absence" days. In these cases, students are encouraged to make the necessary preparations prior to the day they will be absent to complete any assignment. In some instances, "excused absences" will be excessive enough to prevent reasonable achievement in the Veterinary Nursing Program, in which case it may be advisable for you to plan to reapply to the program at a later time.

Each student should emphasize developing a sense of responsibility for his/her education. Students are held accountable for all work covered in the course despite valid reasons for absenteeism. It is the student's responsibility to contact class members to acquire notes, discuss missed material, and practice missed lab skills. The faculty member is not responsible for sending any missed assignments, handouts, or other course documents.

The development of learning teams is encouraged. Working together in groups is a helpful way of checking your understanding of material as well as providing support if absences are unavoidable. Each student should work on skills of learning and sharing in study groups to enhance their potential for success in the program and their success in the profession.

Please remember that absence from class or not being prepared on the day an assignment is due does not automatically mean that the work may be made up or handed in late; this is at the discretion of the instructor.

Grading

VA Courses:	VN Freshmen courses:	VN Sophomore
A = 90-100	A = 90-100	A = 90-100
B = 80-89	B = 80-89	B = 80-89
C = 70-79	C = 72-79	C = 75-79
D = 60-69		

Grades will not be based on a curve.

You must have a "C" in all veterinary nursing courses in order to continue in the program.

Academic Misconduct

Listed below are examples of, but not limited to, what constitutes academic misconduct in Murray State College classes.

- Plagiarism, intentional or unintentional. It is the student's responsibility to understand what constitutes plagiarism and take steps to prevent plagiarism in class work. (See below for specifics.)
- Cheating and the use of unauthorized outside sources or unauthorized materials on tests, exams, or any assigned writing or class project
- Unauthorized use of artificial intelligence software to complete assignments.
- Improper collaboration between student and unauthorized person(s)

- Submitting the same assignment for more than one class without express permission from instructor(s)
- Lying, fabrication, forgery or alteration of documents, etc. to gain academic advantage
- This deals with, but is not limited to, obtaining an excused absence; gaining additional time to make up or complete an assignment; forging drop slips; falsifying diplomas, transcripts, etc.; fabricating data or sources for research papers or lab work; assisting others with perpetrating academic misconduct; destroying or stealing another's information, work, assignment, etc.; computer manipulation (hacking) to access tests, change grades, etc.; or interfering with or intimidating someone reporting academic misconduct

Plagiarism

To plagiarize is defined by the Merriam-Webster online dictionary as “to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source” (May 2012). Be mindful that plagiarism does not apply only to text; it can also apply to obscure facts or data, photos and graphics, maps, charts, drawings or other images, and even unfounded opinions. Plagiarizing someone else's words, facts, or images does more than break Murray State College's code; it is also illegal. These words and items are property and have value. They are protected by copyright law. If you cannot copyright the words and ideas presented in your classwork, it should be cited.

Specifically, plagiarism includes, but is not limited to, the following:

Copying words and presenting them as your own writing

Copying exact wordage, even if the source is listed, if the wording is not indicated within quotation marks as being someone else's wording arrangement

Copying exact wordage and making small, minimal changes (“patchwork” plagiarism), even if the source is listed. The student should paraphrase, which means coming up with his/her own interpretation and complete rewriting of the quoted material.

Presenting someone else's ideas as your own, even if they are paraphrased (in your own words)

Plagiarism must be avoided in all classwork.

Pleading ignorance as to what constitutes plagiarism is not a defense. It is the student's responsibility to understand what constitutes plagiarism, as well as other forms of academic misconduct.

Penalties

Academic integrity is of pivotal concern to all students and faculty. Students who participate in academic misconduct not only denote baser character traits among themselves but also mar the reputation of the college. Therefore, all reports of academic misconduct are treated as serious offenses.

How an academic misconduct incident is handled rests first and primarily with the faculty member overseeing the work assignment or project, and details and severity should be addressed in the class syllabus. Penalties include, but are not limited to, the following:

- Admonition (warning) and possible assignment grade reduction – The instructor may admonish the student in various ways. This may result in a grade reduction that does not exceed the value of the assignment, requiring the assignment to be redone and resubmitted, or simply assigning a zero (0) or failing (F) score to the particular assignment. Admonishment is for lesser offenses only.
- Failure in and/or suspension from the class—The instructor may drop the student immediately from class with an “F” (failing) or “AW” (administrative withdrawal) grade. This action should be accompanied by a detailed written account to the department chair of the incident, including supporting document(s) if possible, and the instructor's recommendation of action.
- Administrative suspension from college – Especially in the case of a second misconduct incident and other mitigating circumstances, the instructor may choose to take the issue to the Vice President of Academic Affairs and request the student be withdrawn from the college with an “F”

(failing) grade. This action should be accompanied by a written detailed account of the incident, including supporting document(s) if possible, and the instructor's recommendation of action.

- Incidents of academic dishonesty should be reported to the Vice President for Academic Affairs using the Maxient [Academic Integrity Violation Form](#).

Action Plan for Academic Misconduct—

- **First offense - Warning:** A report will be written by the instructor and sent to the program's co-directors. A meeting with the student, instructor, and one of the program's co-directors will be held covering the report. The instructor may admonish the student in various ways. This may result in a grade reduction that does not exceed the value of the assignment, requiring the assignment to be redone and resubmitted, or simply assigning a zero (0) or failing (F) score to the particular assignment. Admonishment is for **lesser offenses only**. This action should be accompanied by a detailed written account to the department chair of the incident, including supporting document(s) if possible, and the instructor's recommendation of action, and a Maxient Academic Integrity Violation Form will be sent to the vice president of academic affairs.
- **Second offense:** Failure in and/or suspension from the class – The instructor may drop the student immediately from class with an “F” (failing) or “AW” (administrative withdrawal) grade. This action should be accompanied by a detailed written account to the department chair of the incident, including supporting document(s) if possible, and the instructor's recommendation of action, and a Maxient Academic Integrity Violation Form will be sent to the vice president of academic affairs.
- **Failure or academic withdrawal in a course due to academic misconduct = dismissal from the program immediately.** This action should be accompanied by a detailed written account to the department chair of the incident, including supporting document(s) if possible, and the instructor's recommendation of action and a Maxient Academic Integrity Violation Form will be sent to the Vice President of Academic Affairs.

Off-Campus Clinical Instruction (OCCI) Site Student Violation –

Our distance learning students must be in an approved OCCI site(s) in order to complete hands-on clinical tasks and skills. It is of utmost importance to know and understand that our students are representing not only themselves but also Murray State College and Murray State College's Veterinary Nursing Program. If a student is terminated by the OCCI site, then the following will apply:

- If a student is terminated by an OCCI site, it will be considered an academic integrity violation or a code of conduct violation depending on the circumstances of termination, and applicable documentation will be filed.
- If a student is terminated a second time by an OCCI site, it will result in **dismissal** from the program.

Action Plan for Health Care Code of Conduct Violation—

Please refer to the Murray State College Student Handbook Health Care Code of Conduct.

- The appropriate Program Co-Chair shall investigate the circumstances and pursue the case in accordance with the appropriate procedures.
- When the Program Co-Chair completes the preliminary investigation into the alleged violations of the standards and determines the student has violated the HCP Code, the student will be notified by email, and should the student not reply, then the notification will be sent by first-class mail to the student's address of record.
- The student will meet with a Program Co-Chair to review the violations and for counsel. The student will receive a disciplinary action written notice, which will become part of the student's permanent file.

- When a student does not agree with the decision of the Program Co-Chairs, then the student will be reminded of their right to appeal the decision following the Student Conduct or Grade Appeal Procedure outlined in the MSC student handbook.
- A decision taken by the Program Co-Chairs under this code will not impede any action by legal authorities outside the college.
- This action should be accompanied by a detailed written account to the Department Chair of the incident, including supporting document(s) if possible, and the instructor's recommendation of action, and a Maxient Academic Integrity Violation Form will be sent to the Vice President of Academic Affairs.

Hospital Rounds (Face-to-Face students)

All students will be assigned hospital rounds, which will count toward their grade in several different classes. You will also receive a copy of the Veterinary Nursing Hospital Protocols. Students are expected to complete all duties assigned to them. If an emergency prevents a student from completing their hospital rounds, they should make arrangements with a classmate who can complete the duties for them and should notify the instructor of the arrangements that have been made. However, students finding themselves in a situation that repeatedly prevents them from completing their assigned duties may be dropped from the program due to excessive absences.

When there are animals in the clinic to be cared for, they are the first priority. Animals are to be exercised, fed, and watered, and treatments administered. There is a zero-tolerance policy for students who do not properly care for animals, and this will be reflected in the grade you receive for hospital rounds.

Skills Lab (Face-to-Face students)

Skills labs are designed to provide students opportunities to practice clinical skills with instructors. This is an extra effort to make sure all students are given every chance to proficiently perform all AVMA essential skills.

Students are assigned specific dates and times to attend skills labs, which allows time for every student to have the opportunity to participate. These schedules are strictly enforced.

Continuing Education, Service Learning and Career Exploration Trips (Face-to-Face students)

Continuing education is an essential part of the veterinary technician's career, and we strongly encourage your participation and commitment to lifelong learning.

Sophomore students are required to attend the Southwest Veterinary Symposium, a service learning trip, held in Texas during the fall semester. During the spring semester sophomores are required to attend a continuing education trip to the Oklahoma Veterinary Conference in Norman/Moore. There will also be some career exploration trips that will necessitate missing other classes. The vice president for academic affairs will give you an excused absence from these classes; however, **this does not relieve you of your responsibility to make arrangements with the instructors in advance and comply with all of their make-up policies.** There will be several out-of-state & overnight trips during the sophomore year. The cost for these trips is included in your class/lab fees; however, you will need personal spending money.

In order for students to attend continuing education symposiums, conventions, service learning, and career exploration trips, the student must have a passing grade of 75% or above in all courses that a

student is enrolled in at that time. If a student has excessive absences/tardiness, the student will not be permitted on trips.

These trips are course assignments. If the student does not attend, they will receive a zero on those assignments, and all fees associated with it will be forfeited.

Alcohol use is not allowed while participating in veterinary nursing field trips.

Tutoring

MSC Professional tutoring is available for math, science, and English/writing. Veterinary Nursing course tutoring is available by special arrangement. Students must contact veterinary nursing faculty to schedule specific tutoring times.

Cell Phone Use

The use of cell phones for personal use is prohibited during all lecture and laboratory courses. In some courses, students are asked to use cell phones for specific circumstances.

Food and Drink (Face-to-Face students)

Eating and drinking is not allowed in any area where clinical skills are performed. It is the responsibility of students to keep trash (pop cans, candy wrappers, etc.) picked up in the classrooms.

ADA Statement

Murray State College is committed to providing equal access to college programs and services for all students. Under college policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodations to ensure the student has an equal opportunity to perform in class. If any member of the class has such a disability and needs special academic accommodation, please report to the Counseling Center, MSC, or AHEC before the end of week one of the semester. Reasonable accommodation may be arranged after verification of your situation. Do not hesitate to contact the registrar if any assistance is needed in this process.

Externship

The externship course (VN 2336) is the last course of the program, which is a 6-credit-hour course for eight weeks. It is 240 hours of occupational experience afforded by cooperative effort between Murray State College and an approved veterinary medical or allied establishment.

While on externship, you will abide by all Murray State College student policies and the individual veterinary hospital or allied establishment policies.

The externship is not a job. Some veterinarians choose to designate the veterinary nursing students as employees and pay them. Others may provide a stipend for food and living expenses, while some do not do either. This is totally at the discretion of the veterinary clinical site. Housing, if not provided, is at the student's expense.

Academic Resources

Bookstore – Online

Accessible through Aggies Online, Blackboard, and the MSC website.

Email: mscok.textbookx.com

Customer Support Phone Number: 855-955-0398.

Business Office

Email: businessoffice@mscok.edu

Phone: 580-387-7217

The mission of the Business Office is to provide friendly and professional service to students, faculty, staff, and others associated with Murray State College.

Services the Business Office provides:

- Accepts payments on accounts by cash, check, MasterCard, Visa, or Discover credit cards at the window or by phone at (580) 387-7210.
- Provides third-party billing for sponsored students.
- Purchase of Aggie Bucks and employee meal plans.
- Accounts payable.

Murray State will no longer be printing and/or mailing statements for current students. Students are able to access their statement of charges and all transactions via the "MyMurray" portal.

Financial Aid

Email: financialaid@mscok.edu

Phone: 580-387-7220

Our office helps connect students to a variety of financial aid opportunities, including grants, loans, work-study, and scholarships.

Information Technology

Submit a Ticket: <https://itsupport.mscok.edu/support/login>

Email: itsupport@mscok.edu

Phone: 580-387-7160

Our Mission: The IT Department seeks to implement innovative and productive technological tools and resources to support the entire college environment.

Library

Email: askmsclibrary@mscok.edu

Phone: 580-387-7310

The Murray State College Library serves as a central hub for academic resources, research support, and community engagement at Murray State College. Located on the Tishomingo campus, the library is a dynamic space dedicated to fostering a conducive learning environment for students, faculty, staff, and the surrounding community.

Registrar

Email: registrar@mscok.edu

Phone: 580-387-7231

Our office is where students will request copies of transcripts, request enrollment/degree verification, receive degree checks, apply for graduation, update records such as name change and address change, and request a degree change.

Student Life and Student Affairs

Email: qjones@mscok.edu,

Contact Person: Quinton Jones

It's about becoming a part of the Murray State family and finding your own place to thrive!

Student Success Services

Email: studentsuccesscenter@mscok.edu

Phone: 580-387-7307

The Academic Resource Center (ARC) has recently been renovated with one thing in mind: Your Success! ARC exists to provide students with resources to make the college-going experience top-notch at Murray State College. You'll find our staff are ready to help you get from where you are to where you want to be. Remember, from here, you can go anywhere!

MSCVN Student Professional Liability

Professional liability insurance is available to students enrolled in supervised college experiential learning programs. This includes clinical, mentorship, and internship/externship experiences that are taken to satisfy the requirements of a particular course or degree. This insurance protects both the college and the student against claims arising from negligence resulting in harm to an animal or property owned by another person, but only while acting within the scope of their duties or obligations in the course of completing work required by the Murray State College Veterinary Nursing curriculum. The policy period runs from August 22 to July 22 each year. The policy limits are \$2,000,000 per occurrence/\$5,000,000 aggregate.

The policy provides coverage for:

- Liability arising from real or alleged damages caused by the student while performing duties directly related to curriculum requirements while on Murray State College property (working during regular clinical rotations in the Murray State College Veterinary Nursing Program.)
- Liability arising from real or alleged damages caused by the student while performing duties directly related to curriculum requirements at facilities outside of the Murray State College Veterinary Nursing Facility (working at an externship or off-campus clinical institution site not affiliated with Murray State College to complete the requirements of a course or degree).
- Court costs related to the incident
- Legal counsel

The policy DOES NOT provide coverage for the following:

- Any outside organization where a student may be working to fulfill academic requirements, unless required by written contract.
- Activities not part of the student's academic requirements (working at a veterinary practice on weekends or vacations to gain additional experience).
- Medical costs incurred by a student in the program (students are required to have their own personal medical insurance while in the program).

This professional liability insurance program is administered by the Murray State College Office of Business Affairs. Questions about professional liability and the coverage should be directed to the following people:

Aubree Lively, BBA, RVT, Veterinary Nursing Program Chair
Phone Number: 580-387-7526
Email: alively@mscok.edu

Justin Cellum Vice President of Business Affairs
Phone Number: 580-387-7211
Email: jcellum@mscok.edu

Student Health and Safety

Aggressive Animal Policy

It is the policy of the Veterinary Nursing Program that aggressive animals will be prohibited. The faculty and staff take every precaution to screen all animals used in teaching; however, the profession of veterinary nursing by nature has inherent risk. When animals are presented with unfamiliar people, places, or situations, aggressive behaviors may be elicited. To minimize the likelihood of such problems occurring, the following policies are to be adhered to:

1. All dogs must be on a leash at all times. The only exception is when they are turned out in the exercise pen or when permission has been granted by a veterinary nursing faculty member for a specific purpose. In such circumstances, the dog must be under direct supervision by the faculty member or his/her designee.
2. Before dogs are turned into the exercise pen, they will be assessed by a faculty or staff member to determine if they can be turned out together or if they need to be turned out individually. If dogs are allowed to be turned out together, a faculty or staff member must be present the first time they are turned out. Dogs from different households will not be allowed to freely co-mingle at any time.
3. Cats must be in a kennel when entering the teaching hospital.
4. Other than standard husbandry practices, no procedure is to be performed on any animal without veterinary Nursing faculty or staff supervision. The level of supervision necessary will be determined by the individual in charge.
5. In the event of a dog or cat fight, students are cautioned not to attempt to break up the fight but rather to:
 - Put the safety of personnel first; never risk human injury. Hands, arms, and legs should never be used to break up a fight between animals.
 - If a faculty or staff member is immediately present, allow them to manage the situation, and remove yourself from harm's way.
 - If a faculty or staff member is not immediately present, obtain the help of a qualified individual; never attempt to break up a fight alone.
6. Dogs or cats exhibiting mild to moderate aggressive behaviors during animal care procedures will be subjected to additional restraint methodologies up to and including the fitting of a muzzle. Dogs or cats exhibiting significant aggressive behaviors will be handled by veterinary nursing faculty or staff members only.
7. **If an animal exhibits any signs of aggression, kennel or enclosure signs must be placed to indicate the type of aggression.**
8. Large animals exhibiting aggressive behaviors during animal care procedures will be handled by veterinary nursing faculty or staff members only.

Animal Bites and Scratches Policy

It is not uncommon for personal injuries such as animal bites and scratches to occur during the course of performing common veterinary nursing procedures. If a student experiences such an injury during program activities, the student is expected to report the incident immediately to a veterinary nursing faculty or staff member, who, with the student, will assess the situation and determine if first aid can be administered, if an off-site doctor's visit is necessary, or if an emergency call to 911 should be made. Even when circumstances are such that first aid seems to be appropriate, students are always reminded they should monitor their injury and consult their physician immediately if there is any change. Students are personally responsible for the cost of any injuries incurred in class. All injuries are reported to the Program Co-Chairs.

Animal Care and Use Concern Policy

The Murray State College Veterinary Nursing Program is committed to the humane care of all of the animals participating in its teaching program and complies with the regulations of the Animal Welfare Act, the Guide for the Care and Use of Laboratory Animals, and the Guide for the Care and Use of Agriculture Animals in Research and Teaching. Uncaring or cruel behavior toward animals will not be tolerated under any circumstance. If you are concerned that the animals participating in animal care laboratories may be experiencing unnecessary or excessive distress or pain during or after a learning event, you are encouraged to submit your concerns to any of the following individuals:

1. Aubree Lively: Co-Director, MSC Veterinary Nursing Program; IACUC Chair
2. Dr. Erika Hanna: Murray State College Veterinarian & Co-Director, MSC Veterinary Nursing Program; IACUC member
3. Robert Schultz: Murray State College Facilities Director, IACUC member
4. Priscilla McGlocklin: MSC Veterinary Nursing Program Faculty or Staff, IACUC member
5. Dan Moore: Murray State College Faculty, IACUC member
6. Cynthia Stoker: Murray State College Faculty or Staff, IACUC member
7. Ralph Simmons: Public, IACUC member

You will not be reprimanded or discriminated against for reporting or expressing your concerns, and you will be protected by applicable whistleblower policies. Your anonymity will be protected to the greatest extent possible should you request it to be held in confidence.

It is best if you first express your concern at the most immediate level, but if the solution or explanation is not satisfactory, then you can and should move “up the ladder” to express your concerns. If at any time you feel you cannot express your concerns at the most immediate level for whatever reason, you are welcome to express them to a higher authority. Your concerns will be investigated, and a response will be provided by the appropriate authority in a timely fashion.

Student Rabies Vaccination Policy

Effective January 1, 2022, the AVMA-CVTEA (accrediting body for the Murray State College Veterinary Nursing Program, MSCVN) initiated a requirement that ALL veterinary nursing students receive pre-exposure rabies prophylaxis vaccination before working directly with animals in their academic program or have a mitigation plan.

For all students attending the Murray State College Veterinary Nursing Program, the rabies vaccination prophylactic series will now be **REQUIRED for all students** before their first semester. Students must have a copy of their pre-exposure rabies vaccinations, and if vaccinated over two years ago, must have a titer test of 0.5 IU/mL or higher (if the titer is not in compliance, they must receive a booster vaccination) on file with the program before having contact with animals at the institution. It is the policy of Murray State College Veterinary Nursing Programs that students must undergo titer testing every two years after receiving their pre-exposure rabies vaccinations while enrolled in the MSCVN programs.

Murray State College's Veterinary Nursing Program follows the Advisory Committee on Immunization Practices' Risk Category 3 and recommendations. The ACIP develops U.S. recommendations about how to use vaccines to prevent disease in the United States, including how to prevent rabies in people. The ACIP updated rabies vaccine recommendations in May 2022:

Risk Categories and Pre-exposure Prophylaxis (PrEP) Recommendations		
Risk Category 1 <i>Highest Risk</i>	People who work with live or concentrated rabies virus in laboratories	2 doses, days 0 and 7 Check titer every 6 months

Risk Category 2	People who frequently do at least one of the following: handle bats, have contact with bats, enter high-density bat environments like caves, or perform animal necropsies	2 doses, days 0 and 7 Check titer every 6 months
Risk Category 3	People who interact with, or are at higher risk to interact with mammals other than bats that could be rabid, for a period longer than three years after they receive PrEP This group includes: • Most veterinarians, veterinary technicians, animal control officers, wildlife biologists, rehabilitators, trappers, and spelunkers (cave explorers) • Certain travelers to regions outside of the U.S. where rabies in dogs is commonly found	2 doses, days 0 and 7 Either a one-time titer check after 1 year and up to 3 years following the first 2-dose vaccination Or 1-dose booster between 3 weeks and 3 years following the first vaccine in the 2-dose vaccination
Risk Category 4	Same population as risk category 3, but at a higher risk for less than three years after they receive PrEP	2 doses, days 0 and 7
Risk Category 5	General U.S. population	None

Zoonotic Concerns

As veterinary medical professionals, we are exposed to zoonotic diseases on a daily basis. Some of these diseases are self-limiting and not extremely serious in nature. On the other hand, some zoonotic diseases can be extremely serious to animals, people, or both. A list of common zoonotic diseases is included in this handbook under **Public Health Concerns of Veterinary Nursing Personnel**. Pre-exposure rabies immunization will be required before a student can handle any animals. This will occur for the face-to-face students the second week of the freshman first semester, and distance learning students must have rabies pre-exposure before starting a clinical skills course. Once vaccinated, a titer will be required yearly. Students should also be sure they are currently on tetanus and any other immunizations recommended by their physician.

Pregnancy Concerns

There are certain hazards common in a veterinary hospital that could cause risks to a developing fetus. A ***Protocol for Student Pregnancy*** is included with this handbook.

- See Attachment - Protocol for Student Pregnancy*
- See Attachment – Physician Visit Checklist for Pregnancy – Only required if you are or become pregnant while attending the Veterinary Nursing Program.*

Safety/Injury Concerns

The veterinary nursing staff will take every precaution to see that students are not placed in situations where injury will occur; however, in the veterinary nursing profession, there exists the

possibility of traumatic injury, including, but not limited to, bites, kicks, and scratches. If you are unsure about how to handle a particular animal, **STOP**, and ask one of the staff for assistance.

Health Care/Illness/Injury

The Family Health Center of Southern Oklahoma (580-371-2343) will see students (\$25.00/office visit with MSC Student ID). They do not see walk-in patients; however, if you call for an appointment, they can generally see you on the same day.

a. *See Attachment - Health Status Release Form*

Evacuation Plan

Should it be necessary to evacuate animals, they will be moved by MSCVN program personnel in crates or on leashes to the Johnston County fair barn located across a parking area from the MSCVN facility. The county facility has both outdoor, covered areas and indoor climate-controlled areas that are available in the event of an emergency at MSCVN. These animals will then be picked up by AAC personnel, should the damage to the MSCVN facility render it unusable. The interior kennel has an exterior door, which opens into the outdoor kennel space, which in turn opens into the outdoor exercise run. Animals can easily be evacuated via the exterior door.

Mandatory Drug Testing & Background Check

1. After admission into the Veterinary Nursing Program, students are required to participate in a mandatory drug test and background check. Additionally, Murray State College retains the right to request drug tests at random anytime during the student's enrollment in our core veterinary nursing courses.
2. Students must use the background check vendor specified by the Veterinary Nursing Department.
 - a. The link to the CastleBranch website is **<https://www.castlebranch.com>**. Use Package Code—Will be provided once available.
 - b. This background check includes:
 - i. Criminal Background
 - ii. Check Sex Offender Background Check
 - iii. Federal Sanction Background Check
 1. Office of Inspector General (OIG) Check
 2. General Services Administration/System for Award Management (GSA/SAM) Check
 3. Office of Foreign Assets Control Check
 - c. Please note: Background checks may be submitted to clinical partners for review. If all clinical sites cannot be cleared for the student's participation, the student will not be eligible for continuation in the program.
 - d. Admission to the Veterinary Nursing Program may be denied to any student with a criminal history.
3. All students admitted to the program must undergo a urine drug screen (UDS) by a lab approved by the Veterinary Nursing program.
 - a. The results are submitted directly from the lab to the Veterinary Nursing Program
 - b. The UDS checks for the following:
 - i. Amphetamines

- ii. Cocaine
 - iii. Marijuana*
 - iv. Opiates (including synthetic opiates)
 - v. Propoxyphene
 - vi. Benzodiazepines
 - vii. Methaqualone
 - viii. Methadone
 - ix. Phencyclidine
 - x. Barbiturates
- c. Issues with UDS samples, dilution, or questionable outcomes may require repeat testing. Students are responsible for these additional costs as well.
 - d. Positive UDS are reviewed by a Medical Review Officer (MRO)
 - i. Students are required to answer the call from the MRO and answer questions related to a positive drug screen
 - ii. Failure to answer the MRO or failure to answer questions honestly and accurately results in a presumptive positive UDS
 - iii. A presumptive positive UDS may result in administrative withdrawal from the Murray State College Veterinary Nursing Program.
 - e. Any student receiving a positive UDS will not be allowed to attend clinical experiences at an OCCI site.
 - f. Any student with a positive UDS will be referred to the executive director of student affairs and the Title IX director, who will assist and facilitate the student's referral to community substance abuse resources.
 - g. Admission to the Veterinary Nursing Program may be denied to any student with a positive UDS.
4. A student admitted for the first time to the Murray State College Veterinary Nursing Program must have a negative two-step TB skin test or QuantiFERON Gold test.
- Note:** If students have a history of a positive TB skin test or gold standard test and/or have had contact with an active TB patient, then the student is required to follow current recommended CDC guidelines, which could include obtaining a chest x-ray, a gold standard test, and/or a public contact release statement from a qualified healthcare provider (NOTE: X-rays may be obtained at a county health department or with a private physician).
5. Nursing students must present documentation of the following that will be valid through the end of the semester:

Ongoing Requirements

- 1. Rabies Two Series Pre-Exposure Vaccination
 - a. Fall Admissions and Returning Students
 - i. It is required that all veterinary nursing students be vaccinated for rabies. Students must have a copy of their pre-exposure rabies vaccinations on file with the program before beginning any courses requiring animals.
 - ii. Two doses, days 0 and 7.

- iii. If previously vaccinated for rabies, the student must have serum antibody levels checked, with a booster dose of rabies vaccine administered if the titer is inadequate according to current Centers for Disease Control and Prevention guidelines.
 - iv. Rabies pre-exposure vaccination or titer levels of at least 0.5 IU/mL if previously vaccinated. A rabies titer level less than 0.5 IU/mL will require a booster.
- 2. If a student lapses in the program (an interruption of normal progression—one semester or more), an extended background check and a urine drug screen must be resubmitted.
- 3. Students are responsible for all costs associated with the admissions and ongoing clinical requirements.
 - a. Failure to upload by the due date will result in the student being placed on contract for failure to adhere to professional responsibilities.
 - b. Failure to upload by the due date will result in the inability to attend clinicals, which will result in the inability to perform hands-on tasks and skills.
 - c. Please note: Clinical site make-ups are not guaranteed, and failure to complete required hands-on tasks and skills may result in failing clinical skills, thus failing the course (a recorded “F” grade).
- 4. **All documentation must be submitted and/or updated by August 1st before the fall semester starts.**
- 5. A veterinary nursing student who experiences illness or injury while enrolled in the veterinary nursing program at Murray State College will assume total financial responsibility for diagnostic procedures and/or medical care. Neither the clinical facility nor Murray State College will assume any liability.
- 6. A veterinary nursing student who has been ill or injured, upon return to core veterinary nursing courses, must submit a Health Status Release form, found in the Veterinary Nursing Student Handbook, stating that the student can perform all of the essential functions. This form must be completed by a healthcare provider.
 - a. Students with limitations may not be allowed to participate in clinical skills courses as a matter of client/patient safety.
 - b. If a student is unable to continue in a clinical skills course, then they may be unable to continue in the veterinary nursing program and be unable to graduate from the program.
- 7. A pregnant veterinary nursing student will submit the Pregnancy Physician—Checklist and Health Status Release form, found in the Veterinary Nursing Student Handbook. These forms must be completed by a healthcare provider.
- 8. The student should notify the veterinary nursing program chair, the distance learning coordinator, and the clinical instructor.
 - a. Note: Failure to notify the appropriate personnel will result in disciplinary action for failure to adhere to professional responsibilities.

Special Circumstances

1. A UDS of any student admitted to the veterinary nursing program may be requested whenever chemical impairment is suspected.
2. A student with a positive UDS or background check during the veterinary nursing program will be ineligible to continue in any core veterinary nursing courses and may be administratively withdrawn.
3. Should evidence of a positive UDS be presented to the Veterinary Nursing Program that was not solicited by the department, the student may be dismissed immediately from the Veterinary Nursing Program. Any such dismissal can be appealed pursuant to the Murray State College Academic Discipline, Procedures, and Grievances outlined in the Academic Dishonesty or Misconduct policy of the Murray State Student Handbook.
4. Should evidence of a criminal background not solicited by the Veterinary Nursing Program be presented to the Veterinary Nursing Program, the student may be dismissed immediately. Any such dismissal can be appealed pursuant to the Murray State College Academic Discipline, Procedures, and Grievances outlined in the Academic Dishonesty or Misconduct policy of the Murray State Student Handbook.

Note: If the clinical facility policy differs from the Murray State College Nursing Program policies, the student must comply.

***Note:** Students with a positive UDS who have a medical marijuana card are not exempt from this policy. With a positive UDS, you would not be able to attend clinical skills courses. If you are ineligible to attend clinical skills courses, you cannot successfully complete the program. With this, you would be requested to withdraw or be administratively withdrawn.

****Note:**** In the event of a student accident or injury, faculty should notify the Veterinary Nursing Program Chair and inform them of the situation. If possible, faculty members on site should request a copy of any incident report completed.

Public Health Concerns of Veterinary Nursing Personnel

A disease that is transmitted between animals and people is called a **zoonotic disease**. There are many zoonotic diseases that have been known since ancient times, and more is being learned daily about other zoonotic diseases that have occurred fairly recently, such as Hantavirus, Ebola, Lyme disease, and West Nile virus.

As veterinary medical professionals, we are exposed to zoonotic diseases on a daily basis. Some of these diseases are self-limiting and are not extremely serious in nature. On the other hand, some zoonotic diseases can be extremely serious to animals, people, or both.

The purpose of this list is to provide an outline of information regarding some of the more common zoonotic diseases one may encounter in veterinary medicine and enable the veterinary technician student to assess situations in which these diseases can be avoided or prevented.

Rabies is a deadly viral disease carried in the saliva of an infected animal. Animals become infected by being bitten by a previously infected animal. The rabies virus has an affinity for the central nervous

system. Animals with the disease may act differently than normal—a wild animal, for example, may seem tame. Although some animals show a “furious” form of the disease, we may never know if a pet dog is infected with rabies until it’s too late. Animals that have rabies are not infectious until the virus replicates, an event that occurs in the salivary glands about 7 days before the death of the animal (hence, the 10-day quarantine period). But the incubation period for rabies can be extremely long—sometimes up to 6 months. Oklahoma is endemic for rabies; the disease occurs naturally in some wild animal populations in our state. There is no cure for rabies, and it is invariably fatal. Humans that are employed in high-risk professions (like veterinarians and veterinary technicians) can receive pre-exposure vaccination for the disease. This is a series of 2 vaccinations that will protect you from contracting rabies for a minimum of two years, after which single boosters may be administered. For people without the pre-exposure vaccinations, preventative post-exposure treatment consists of a series of 5 vaccinations with a human diploid cell vaccine.

Tetanus is a deadly disease caused by the bacteria *Clostridium tetani*. This bacterium is able to form spores in the soil and can replicate under anaerobic (without air) conditions. Whenever deep wounds occur, such as bite wounds or other puncture wounds, the bacteria can replicate and can ultimately cause continuous muscular spasms in humans that can terminate as fatal asphyxia. Incubation for tetanus is 3-21 days. Tetanus is easily prevented with tetanus toxoid (vaccine). Tetanus rarely occurs in fully immunized persons within 10 years of their last vaccination.

Leptospirosis is a bacterial disease caused by a spirochete, a corkscrew-shaped organism. While most mammals are susceptible to leptospirosis, our principal concern centers on dogs carrying this disease to humans. Humans usually contract the disease by contact with infected urine. While leptospirosis does not frequently occur, people working with infected animals should wear gloves and goggles when handling animals diagnosed with the disease. There is no human vaccine for this disease.

Tuberculosis can be carried to humans by infected dogs, cats, and cattle (although dogs are more frequently infected by human carriers). This is an extremely resistant airborne bacillus that may be fatal, particularly in persons with immunodeficiencies (i.e., AIDS or chemotherapy patients). The disease causes lesions in the respiratory tract and other organs, and because it is airborne, protective masks, goggles, and gloves should be worn for prevention of disease spread. In addition, persons working with non-human primates are routinely screened radiographically to prevent the spread of the disease. There is no vaccination against tuberculosis for humans in the United States.

Toxoplasmosis is a protozoal disease that normally doesn’t cause anything beyond flu-like symptoms in humans who contract it. However, toxoplasmosis can cause serious birth defects in fetuses of pregnant women exposed to the organism. It can be carried to people by cats infected with the disease; the organism is passed in the animal’s feces. Pregnant women are warned to avoid contact with cat feces or soil contaminated with cat feces. There is no vaccination against this disease.

Cat Scratch Disease is another common disease hazard for veterinary health care workers. Cats that carry the organism for this disease usually show no signs of the disease themselves. Humans who contract it (from a cat scratch) may show a pustule at the site of the scratch; however, most cases present as localized swelling of lymph nodes. A low-grade fever and a feeling of malaise may accompany the swelling; however, this disease is self-limiting. There is no vaccination against cat scratch disease.

Salmonellosis is a disease often associated with poor hygiene; however, veterinary health care workers may encounter animals infected from filthy housing or infected food. It causes flu-like symptoms and severe diarrhea in humans. Transmission is fecal-oral, so technicians dealing with suspect animals should wear protective clothing to avoid contamination with the bacterium. Suspect animals are also routinely isolated to prevent contamination of the environment and exposure of other animals. There is no routine vaccination against salmonellosis.

Lyme's Disease is a tick-borne disease that humans share with dogs and horses. Symptoms in humans include rash, muscle ache, swollen lymph nodes, and fever. Veterinary technician students should practice surveillance for ticks on themselves, especially after working with tick-infested animals or hiking through tall weeds. Ideally, ticks should not be removed with bare fingers. There is a vaccination against Lyme disease in dogs.

Psittacosis is commonly known as parrot fever. Humans are infected with the disease by inhaling the causative organism shed from carrier birds. The disease can be life-threatening in the elderly; however, in most people it causes a sudden respiratory disease with fever. Birds with psittacosis do not always show signs of illness, but if they do show signs, it will be pneumonia and diarrhea, often followed by death. There is no human vaccination against Psittacosis.

West Nile Virus in humans can range in severity from subclinical to encephalitis; more severe symptoms generally occur in the elderly. Humans contract the disease by being bitten by an infected mosquito; however, birds are the natural hosts of the West Nile Virus. Humans (and horses) are "dead-end" hosts for West Nile Virus.

Ringworm is a fungal disease that occurs on the skin of animal carriers and humans. It is related to athlete's foot; despite its common name, it is not parasitic. Animals may show a circular lesion typical of this disease, but many cats may be carriers and not show any signs at all. There are many treatments for this disease, and it is not considered extremely serious.

Intestinal Parasites of dogs and cats may cause disease in humans. Specifically, humans can be infected with the same roundworms, hookworms, and tapeworms that infect dogs and cats. This is prevented by practicing strict hygiene procedures (wearing gloves) when testing animal feces and washing your hands after handling animals.

Scabies is a highly contagious parasitic skin disease caused by the mite *Sarcoptes scabiei*. The disease is also known as "itch." It is acquired through close contact with an infested individual or contaminated clothing and is most prevalent among those living in crowded and unhygienic conditions. The female mite burrows her way into the skin, depositing eggs along the tunnel. The larvae hatch in several days and find their way into the hair follicles. Itching is most intense at night because of the nocturnal activity of the parasites. Aside from the burrows, which are usually clearly visible, there are a variety of skin lesions, many of them brought on by scratching and infection. All clothing and bedding of the victim and his household should be disinfected. Disinfestation of the skin is accomplished by applying creams or ointments containing gamma benzene hexachloride or benzyl benzoate. A variety of *S. scabiei* causes mange in animals. Mite infections in humans are self-limiting (i.e., they go away on their own) as the mite is not able to complete its life cycle on the "wrong" host. The condition is extremely itchy, though, while it lasts. The mites are most active where skin is warm (in bed and where clothing is snug).

State and National Board Exams

After successfully completing the veterinary nursing program and graduating from Murray State College in Oklahoma, you must pass both the Veterinary Technician National Exam and the Oklahoma State Board Examinations in order to become licensed as a registered veterinary technician in the state of Oklahoma. In Oklahoma, the deadline for registration is April 1st of your last year. Currently the cost for the national and state exams in Oklahoma is \$445.00 (\$320.00 to AAVSB and \$130.00 to OBVME). If a student requests another state for credentialing, the requirements can be found on the AAVSB website: <https://www.aavsb.org/public-resources/find-regulatory-board-information>

During the externship, students will be enrolled in a VTNE online review course that is independent from the MSCVN program.

Oklahoma Board of Veterinary Examiners-Veterinary Practice Act 775:10-7-10.

Denial, suspension, or revocation of a veterinary technician certificate.

Upon written complaint under oath by any person and after notice and hearing, as prescribed in the Oklahoma Veterinary Practice Act, the Board may deny, suspend for a definite period, or revoke the certificate of a veterinary technician for:

- 1) Fraud, misrepresentation, or deception in obtaining a license, certificate, or permit.*
- 2) Adjudicated to be incompetent.*
- 3) Use of advertising or solicitation that is false, misleading, or otherwise deemed unprofessional under the regulations promulgated by the Board.*
- 4) Conviction of a felony.*
- 5) Incompetence, gross negligence, or other malpractice in the practice of the profession.*
- 6) Having professional association with any person practicing veterinary medicine unlawfully.*
- 7) Engaging in conduct likely to deceive, defraud, or harm the public or a demonstration of willful or careless disregard for the health, welfare, or safety of a patient.*
- 8) Fraud or dishonesty in the application or reporting of any test or disease in animals.*
- 9) Unprofessional conduct by violation of a regulation promulgated by the Board under the Oklahoma Veterinary Practice Act.*
- 10) Representing himself/herself as a doctor of veterinary medicine.*
- 11) Violation of the Oklahoma Veterinary Technician Act.*
- 12) Conviction of a violation of a federal or state law regarding dangerous substances as defined by House Bill 1100 of the 1st session of the 33rd Legislature and as hereafter amended.*

Dismissal from the Program

A student may be dismissed from the Veterinary Nursing Program for the following reasons:

1. Failure to complete any of the veterinary nursing courses at a satisfactory level.
2. Violation of the Veterinary Nursing Program Policies as listed in this Student Handbook and also the Murray State College Disciplinary Rules and Regulations (see MSC Student Handbook, Computer Use policy located on the MSC website).
3. Commission and/or conviction of any infraction that would violate the Oklahoma Veterinary Practice Act or the Rules and Regulations Relating to the practice of veterinary nursing/technicians in the State of Oklahoma, specifically:
 - a. *Fraud, misrepresentation, or deception—cheating on examinations or written work, including attempting to gain an advantage by inappropriate means. (See the Academic Integrity Policy and Code of Conduct Violation located in the MSC Student Handbook).*
 - b. *Adjudicated to be incompetent.*

- c. *Use of advertising or solicitation that is false, misleading, or otherwise deemed unprofessional under the regulations promulgated by the Board.*
- d. *Conviction of a felony.*
- e. *Incompetence, gross negligence, or other malpractice in the practice of the profession—an omission to do something that the student has been taught to do. Not doing something that a reasonable and prudent student would do under the same or similar facts and circumstances in the performance of duties within the practice of veterinary nursing.*
- f. *Engaging in conduct likely to deceive, defraud, or harm the public or a demonstration of willful or careless disregard for the health, welfare, or safety of a patient.*
- g. *Fraud or dishonesty in the application or reporting of any test or disease in animals.*
- h. *Unprofessional Conduct / Code of Conduct Violation—Unprofessional conduct is behavior (acts, knowledge, and practices) that fails to conform to the accepted standards of the veterinary nursing profession and program and could jeopardize the health and welfare of the owners and patients, which shall include but not be limited to the following: inaccurate recording, falsifying or altering medical records, verbally or physically abusing classmates, clients, or patients, and violating the confidentiality of information or knowledge concerning a patient.*
- i. *Representing himself/herself as a doctor of veterinary medicine.*
- j. *Violation of the Oklahoma Veterinary Practice Act as it relates to veterinary technicians. (See Section 775:10-7-4 of the Oklahoma Veterinary Practice Act)*
- k. *Conviction of a violation of a Federal or State law regarding dangerous substances as defined by House Bill 1100 of the 1st session of the 33rd Legislature and as hereafter amended.*
4. *Failure to demonstrate satisfactory performance of the following skills in both academic and clinical settings:*
 - a. *Following the policy of the school/clinical facility regarding dress, grooming, and cleanliness. (see dress code)*
 - b. *Following the policies of the school/clinical facility regarding attendance and tardiness.*
 - c. *Respecting the rights of those in authority to make decisions and complying with those decisions.*
 - d. *Managing personal affairs in a manner that does not interfere with professional responsibilities.*
 - e. *Respecting time limitations of others by being prepared for discussion, conferences, etc.*
 - f. *Demonstrating active listening skills (e.g., seeks clarification and confirmation, maintains eye contact, encourages dialogue, and listens intently)*
 - g. *Abiding by an established chain of authority (levels of supervision and responsibility).*
 - h. *Using tact and consideration with members of the health care team, students, faculty, and staff.*
 - i. *Using effective nonverbal communication (e.g., posture, gestures, facial expressions, touch, and space).*
 - j. *Maintaining composure and professional demeanor when interacting with members of the health care team, students, faculty, and staff.*
 - k. *Adjusting communication as appropriate for different situations.*
 - l. *Using discretion regarding questions asked and/or statements made.*
 - m. *Motivating others (e.g., using encouragement, praise, support, feedback, and/or persuasive information).*
 - n. *Setting appropriate limits and maintaining professional authority/control over others' behavior.*
5. *Failure to participate in the learning process by demonstration of active learning.*
 - a. *Not being prepared for class and not participating in class.*
 - b. *Failure to access and participate in on-line components of each course at a satisfactory level.*
 - c. *Failure to follow the MSC computer use policy.*
6. *Failure to make satisfactory progression toward entry level in all areas of the professional behaviors.*

Readmission to the Program

Once accepted into the veterinary nursing program, if a student discontinues the program for any reason, they may be readmitted to the program in accordance with the following:

1. Students will submit a current veterinary nursing program application.
2. Applications will be awarded points and ranked according to the admission point system.

3. Students in the distance learning program must complete the program core courses within 6 years. Any course that falls outside of the 6 years must be retaken.

Appeal of Course Grade and Grievance Procedure

Refer to the MSC Student handbook available on-line linked to www.mscol.edu.

Appeal procedures are subject to change in accordance with college policy

References:

AVMA *Statement on Safety*, Appendix A, Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA), January 2022.

AVMA JAVMA News, "*Study links occupational exposures with risk of miscarriage*," JAVMA, May 15, 2008.

AVMA *Position on Veterinary Facility Occupational Risks for Pregnant Workers*, November 2004.

Center for Disease Control and Prevention: *cdc.gov*, June 2022.

AVMA Brochure: "*What You Should Know About Toxoplasmosis*," AVMA, Rev. Mar. 2008.

Auburn University, *Guidelines for Pregnant or Temporarily Disabled Veterinary Medical Students*, Academic Affairs Student Handbook, 2003-2004. (www.vetmed.auburn.edu)

Compendium of Veterinary Standard Precautions for Zoonotic Disease Prevention in Veterinary Personnel, <http://www.nasphv.org/Documents/VeterinaryStandardPrecautions.pdf>, 2015.



MSC VETERINARY NURSING PROGRAM FORMS

Murray State College Professional Liability

Murray State College Veterinary Nursing Sophomore and all Distance Learning students:

I understand that I am personally responsible for paying for my professional liability insurance provided through Murray State College. I agree to contact the Murray State College Business Office to pay \$16 towards my professional liability and attach a receipt showing proof of payment. Please contact the Business Office for questions in regards to payment options (e.g., cash, check, debit, credit, etc.)

Murray State College Business Office:

Located in the Student Services Building on the Murray State College campus in Tishomingo, OK.

Phone Number: 580-387-7210

Email Address: businessoffice@mscok.edu

Deposit Information:

Department: Veterinary Nursing

Account: MSCVN Clinical Services 747-01-090-2982-00

Name (print legibly)

Date

Signature

Please attach a receipt from the MSC Business Office showing proof of payment.

Murray State College Student Handbook Student Understanding Form

I understand that the Murray State College Student Handbook is available on the Murray State College website. I acknowledge my responsibility to read and adhere to the policies contained within this handbook and any updated policies posted on the Murray State College website during my veterinary nursing education at Murray State College.

Name (print legibly)

Date

Signature

Veterinary Nursing Student Handbook Student Understanding Form

Read and initial the following each statement only after you fully understand each item.

1. I understand this handbook is in addition to the policies and procedures in the Murray State College Student Handbook. ____
2. I understand this program will assist me to think and function as a team member, and as a student, I must share responsibility with the faculty for the learning process. This includes asking questions and communicating concerns and areas of weakness to the instructor. If I do not ask questions and participate actively in the learning process, I will not be successful. ____
3. I understand that I will use proper etiquette when addressing faculty, staff, and off-campus clinical institution site employees. This includes but is not limited to not interrupting them when they are talking to someone else, knocking before entering their offices, making an appointment to meet with them, and maintaining composure and a professional demeanor when interacting with them. ____
4. I understand that I will respect my classmates and faculty at all times by my behavior. This means I will not use language or act in ways that may be offensive in nature. I will keep noise levels low in areas where other students are working/studying. ____
5. I understand that if I develop an injury or any condition that prevents me from safe participation in each veterinary nursing course and/or lab skill, my ability to complete the program on time will be impacted. I will not complete the program if I am unable to safely complete all program essential job requirements and technical standards. I have reviewed the Essential Job Requirements and Technical Standards in the Veterinary Nursing Student Handbook. ____
6. I have read and understand the program outcomes and that I must participate in course and overall program evaluation. ____
7. I understand that upon successful completion of the Murray State College Veterinary Nursing program, I will need to apply to the Oklahoma State Board of Veterinary Medical Examiners (or the state in which I wish to become credentialed) to sit for the Veterinary Technician exam, and I must successfully pass that exam before being credentialed as a Veterinary Technician. ____
8. I understand the general and academic policies for the Veterinary Nursing program as stated in the Veterinary Nursing Student Handbook, and I will abide by them. ____
9. I understand that I must maintain at least a 75% in both lecture and lab for each veterinary nursing class in order to continue in the Veterinary Nursing Program. ____
10. I understand policies concerning dismissal from the veterinary nursing program, and I understand the consequences of failure to follow the policies. ____
11. I understand that each course has an online component, and the use of email and online resources is required. If I do not have high-speed access to the internet at home, I must access the MSC library or other resources to complete the requirements of the Veterinary Nursing program. This includes having daily high-speed access to on-line resources. ____
12. I understand that it is suggested that I open my Murray State College email account to check for program-related communication on a daily basis, but at a minimum I am to check my Murray State College student email at least every 48 hours. ____

13. I understand that when emailing faculty and staff of the veterinary nursing program, I am to use proper salutations, grammar, and spelling. ____
14. I understand that cell phone use in class is prohibited unless prior arrangements have been made with my instructor, and if permission has been granted, I must use a non-audible setting and leave the classroom to use the phone for voice or text communication. ____
15. I understand the policies regarding inclement weather. ____
16. I understand that policies regarding evaluation will be set out in each course syllabus and may include, but not be limited to, examinations, quizzes, skill checkoffs, role-playing, oral presentations, written papers, demonstrations, and participation in continuing education, service learning, career exploration trips, and group projects. ____
17. I understand and will comply with the appropriate dress code for each academic and clinical situation. ____
18. I will comply with personal hygiene and grooming requirements of this program and recognize that failure to do so could lead to dismissal from the program. ____
19. I will not use any form of tobacco/vapors/e-cigarettes on MSC campus. ____
20. I understand the re-admission guidelines to the Veterinary Nursing program. ____
21. I understand I may have to provide my own transportation and/or housing during my externship. ____
22. I understand the importance of maintaining confidentiality in all clinical situations and understand that violating confidentiality by discussing any patient information outside the clinical setting or with anyone other than my clinical instructor or academic faculty may result in my dismissal from the program. ____
23. I understand the media release form that explains that I will participate in any photo or recorded class, laboratory, and clinical experiences, which may be used later for instructional and/or promotional purposes. ____
24. I understand that I must complete the rabies vaccination series by January 1st before the spring semester begins. ____
25. I understand that I must have an acceptable rabies titer test once a year after the initial rabies vaccination while in the veterinary nursing program. ____

My initials next to each of the listed statements above indicate that I have read each statement and understand the statement. My signature below indicates that I understand that I can be dismissed from the Veterinary Nursing program for failure to comply with the program's student handbook.

Student Signature: _____ **Date:** _____

Witness Signature _____ **Date:** _____

Veterinary Nursing Student Agreement Form

I acknowledge that I have received a copy of the:

Murray State College Veterinary Nursing Program Student Handbook

By signing below, I agree to the following statements:

- I have reviewed the Essential Functions and Accommodations in the MSCVN Student Handbook.
- I have reviewed all of the MSCVN Program Guidelines included in the MSCVN Student Handbook.
- I understand that to be successful in the Murray State College Veterinary Nursing Program, it will require a significant amount of time outside of designated class time.
- I understand the handbook as written or have sought clarification on any item that I did not understand by speaking directly with a Murray State College Veterinary Nursing Program Co-Chair.
- I hereby agree to abide by the student handbook to the best of my ability.

Name (print legibly)

Date

Signature

Veterinary Nursing Release, Hold Harmless and Indemnification Agreement

1. I, the undersigned student at Murray State College, do hereby release Murray State College, the Board of Regents of Murray State College, its officials, officers, and employees from all claims, demands, damages, actions, or causes of action, whether on account of damages to property, bodily injury, or death, or from negligence resulting from my participation in learning activities on and off the campus of Murray State College. This includes but is not limited to field trips, professional association meeting trips, externships, and all other learning activities.
2. I, the undersigned student, a duly enrolled STUDENT in the Veterinary Nursing program of Murray State College, have been apprised of the risks inherent in exposure to zoonotic diseases, including but not limited to rabies, tetanus, leptospirosis, tuberculosis, toxoplasmosis, brucellosis, cat scratch disease, salmonellosis, Lyme disease, psittacosis, West Nile virus, intestinal parasites, and fungal diseases such as ringworm.
3. I have discussed the diseases above with my physician and accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my education process in the Veterinary Nursing Program
4. I further acknowledge that I am solely responsible for following standard precautions and other infection control guidelines in the laboratory and clinical facilities, maintaining safe practice, and providing my own health insurance.
5. I understand that in the veterinary nursing profession, there exists the possibility of traumatic injury, including, but not limited to, bites, kicks, scratches, or possible electrical hazard exposure from equipment. I will not hold the Veterinary Nursing Program responsible in the event of such an injury incurred in carrying out functions of my profession.

Signature_____

Printed Name _____

Date _____

Graded Papers Release Form

The most time-efficient way to get graded papers back to you would be to put them in your box. This would be for homework assignments, worksheets, and quizzes. All tests will be handed back in class only.

Please check the appropriate box and sign below. We will not violate your privacy. If you do not wish to have graded papers placed in your mailbox, we will continue to hand them back to you during class.

- ☐ Yes, it is ok to place graded papers other than tests in my box.
- ☐ No, I do not want graded papers placed in my box.

Media Consent & Release Form

For valuable consideration given to me, the receipt and sufficiency of which is hereby acknowledged, I hereby give and grant to the Murray State College Veterinary Nursing Program ("Advertiser") and their respective assignees, licensees, successors in interest, agents, and legal representatives (herein collectively the "Licensed Parties") the right to use, publish, and copyright my name(s), photo(s), or video of me and/or my pet(s) for unlimited worldwide usage in all media and types of advertising and promotion of the Murray State College Veterinary Nursing Program.

- I agree and understand that any photographs or videos I submit to the Licensed Parties hereunder or which are taken of me and/or my pet(s) by the Licensed Parties shall become the property of the Advertiser and will not be returned to me.
- I agree that no advertisement or other material need be submitted to me for any further approval prior to Licensed Parties' use.
- Nothing herein will constitute any obligation on the Licensed Parties to make any use of any of the rights set forth herein.
- I hereby release and discharge the Licensed Parties from all claims, demands, actions, judgments, and liabilities whatsoever that I have now or may have in the future arising out of the Licensed Parties' use of rights that are granted hereunder.
- I am of legal age and capacity and have read and understand the content of this Media Consent & Release.

Signature

Printed Name

Street Address

City/State/Zip Code

Date

Witness Signature

Date

Rabies Vaccination Policy and Information

Effective January 1, 2022, the AVMA-CVTEA (accrediting body for the Murray State College Veterinary Nursing Program) initiated a requirement that ALL veterinary nursing students receive pre-exposure prophylaxis rabies vaccination before working directly with animals in their academic program.

It is **required** that all veterinary nursing students be vaccinated for rabies. Students must have a copy of their pre-exposure rabies vaccinations on file with the program before beginning courses requiring contact with animals.

Most states require by law for dogs and cats to be vaccinated for rabies, but in reality, this does not occur. We can never be absolutely assured that any vaccinated or unvaccinated dog or cat is not carrying rabies, and we will not know the history on every animal that our students will work with.

Murray State College's Veterinary Nursing Program follows the Advisory Committee on Immunization Practices' Risk Category 3 and recommendations. The ACIP develops U.S. recommendations about how to use vaccines to prevent disease in the United States, including how to prevent rabies in people. The ACIP updated rabies vaccine recommendations in May 2022:

Risk Categories and Pre-exposure Prophylaxis (PrEP) Recommendations		
Risk Category 3	People who interact with, or are at higher risk to interact with mammals other than bats that could be rabid, for a period longer than three years after they receive PrEP This group includes: - Most veterinarians, veterinary technicians, animal control officers, wildlife biologists, rehabilitators, trappers, and spelunkers (cave explorers) - Certain travelers to regions outside of the U.S. where rabies in dogs is commonly found	2 doses, days 0 and 7 Either a one-time titer check after 1 year and up to 3 years following the first 2-dose vaccination Or 1-dose booster between 3 weeks and 3 years following the first vaccine in the 2-dose vaccination

Rabies - Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/rabies/index.html>

The Center for Disease Control considers individuals that work with animals from a rabies-endemic region in the "frequent" exposure risk category. The CDC recommends these individuals obtain the primary course of rabies vaccination with serologic monitoring and/or booster vaccination every two years.

Pre-Exposure Prophylaxis

Pre-exposure vaccination is recommended for persons in high-risk groups and for other persons whose activities bring them into frequent contact with rabies virus or potentially rabid bats, raccoons, skunks, cats, dogs, or other species at risk of having rabies. For more information about pre-exposure

prophylaxis, see Human Rabies Prevention - United States, 1999 Recommendations of the Immunization Practices Advisory Committee (ACIP).

Purpose of Pre-Exposure Prophylaxis

Pre-exposure prophylaxis is given for several reasons. First, although pre-exposure vaccination does not eliminate the need for additional medical attention after a rabies exposure, it simplifies therapy by eliminating the need for human rabies immune globulin (HRIG) and decreasing the number of vaccine doses needed. Second, it may enhance immunity in persons whose post-exposure therapy might be delayed. Finally, it may provide protection to persons with unrecognized exposures to rabies.

Treatment if exposed to a rabid animal

For **vaccinated individuals**, the wound is immediately and thoroughly cleansed with soap and water. Then 2 doses of rabies vaccine are given; one is given immediately, and the other is given three days later. For **non-vaccinated individuals**, the wound is immediately and thoroughly cleaned with soap and water. The area around the wound is injected with Human Rabies Immune Globulin (HRIG), and then 5 doses of rabies vaccine are given after the exposure on days 0, 3, 7, 14, and 28.

Information on Rabies Pre-Exposure Vaccination

<http://www.cdc.gov/ncidod/dvrd/rabies/prevention&control/preventi.htm>

<https://www.cdc.gov/rabies/resources/availability.html>

Rabies Vaccine and Immune Globulin

There is no treatment for rabies after symptoms of the disease appear. However, post-exposure prophylaxis is very effective for prevention of clinical infection. Although rabies among humans is rare in the United States, every year an estimated 18,000 people receive rabies preexposure prophylaxis, and an additional 40,000 receive post-exposure prophylaxis.

Vaccination—Where to obtain a vaccine?

Family Health Center of Southern Oklahoma (FHCSO), located in Tishomingo, Oklahoma, will order and schedule the 2-dose vaccination schedule, 1 week apart, prior to school starting in August for the face-to-face program. Students will need to pay for the vaccine before it can be ordered, and FHCSO will file with your insurance company and will reimburse the student if it is covered.

Walgreens with on-site clinics can usually order and give vaccines.

Walgreens, CVS, and some other pharmacy locations may order the vaccine for you depending on your insurance and provider.

Please provide the letter below to your insurance company for verification of the rabies vaccination requirement for the veterinary nursing program.

Vaccination – Titer Testing

Students must have a copy of their pre-exposure rabies vaccinations, and if vaccinated over two years ago, must have a titer test of 0.5 IU/mL or higher (if the titer is not in compliance, they must receive a booster vaccination) on file with the program before having contact with animals at the institution. It is the policy of Murray State College Veterinary Nursing Programs that students must undergo titer testing every two years after receiving their pre-exposure rabies vaccinations while enrolled in the MSCVN programs.

Letter for Insurance Companies for Verification of Rabies Vaccination Requirement

To whom it may concern,

Rabies in humans can be prevented either by eliminating exposures to rabid animals or by providing exposed persons with prompt local treatment of wounds combined with appropriate postexposure prophylaxis (including both passive antibody administration and active immunization with cell culture vaccines). In addition, pre-exposure vaccination should be offered to persons in high-risk groups, such as veterinarians, veterinary technicians, animal handlers, and certain laboratory workers.

As of May 2022, the Advisory Committee on Immunization Practices (ACIP) updated rabies vaccine recommendations. This update redefined risk categories and now classifies veterinary technicians as a risk category 3. The recommendations of the CDC for this category are to be vaccinated with a 2-dose series, followed up by titers.

Students enrolled in Murray State College's veterinary nursing program fall into risk category three by the nature of the AVMA-required skills and therefore should be vaccinated according to the CDC and ACIP requirements. All students enrolled in the Veterinary Nursing Program at Murray State College are required to obtain the vaccine series prior to the start of classes.

Sincerely,

Aubree Lively, BBA, RVT
Veterinary Nursing Program Co-Chair
Murray State College
One Murray Campus
Tishomingo, Oklahoma 73460
alively@mscok.edu
580-387-7526

Rabies Vaccination Form

Rabies vaccination must be completed by August 1st before beginning clinical skills classes when entering the veterinary nursing program, and a copy must be on file with the program.

I have read the material provided and understand that due to my occupational exposure to animals, I may be at risk of exposure to rabies infection. After reading this material and in consultation with my physician:

I understand that I am required to have a two-dose pre-exposure rabies vaccination. The dates the vaccinations were administered were:

_____ and _____

Please list the name and address of the physician who administered the pre-exposure rabies vaccination.

Name of Physician: _____

Name of Facilities: _____

Address: _____

City: _____, **State:** _____, **Zip Code:** _____

Phone: _____

Print Student's Name: _____

Signature Student Name: _____

Protective rabies titer (only required for those vaccinated over 2 years ago; titer must be ≥ 0.5 IU/mL):

Date tested: _____ **Titer Value:** _____

Print Student Name: _____

Signature Student Name: _____

Students must submit a copy of rabies vaccination or titer results from their physician for our records.

Pregnancy Policy

Murray State College and the Veterinary Nursing Program recognize that decisions about the welfare of future children must be left to the parents who conceive, bear, support, and raise them. It is highly recommended that any student, staff member, or faculty member who believes they may be pregnant immediately report the pregnancy to the Program Co-Chairs and submit both the Health Status Release Statement from their physician and the Physician Visit Checklist for Pregnancy. The first three months (1st trimester) are when the fetus is most vulnerable to injury.

All efforts will be made to minimize the exposure of any pregnant student/staff/faculty to chemical, physical, or infectious agents that may be hazardous to the student and the fetus.

Areas of potential risk and concern for pregnancy include (but are not limited to):

- Anesthetics (gas inhalation, injectable solutions through skin absorption or needle sticks)
- Cats (avoid fecal sample collection and handling or wear gloves for protection)
- Follow all protocols for handling disinfectants, insecticides, and all other chemicals while in clinical areas.
- Avoid any heavy lifting (including stall cleaning)
- Minimize contact with large animals, including working with large animal head catch
- Avoid any radiological procedures.
- Avoid the use of hazardous biologics.
- Avoid exposure to zoonotic diseases, including, but not limited to, leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat-scratch disease, psittacosis, rabies, Lyme disease, tuberculosis, and West Nile virus.

Wear personal protection equipment, which includes (but is not limited to)

- Respirator
- Gloves, mask, gown, lab coats, safety goggles
- Lead aprons, gloves, thyroid protection

Policy on Continuation of the Program:

Disclosure of pregnancy will require a review of the student's status in the program. The Program Co-Chairs or a designated staff member will discuss the risks and hazards posed by the remaining veterinary nursing courses to both the fetus and the mother. If deemed necessary by the student, the student's physician, and/or the Program Co-Chairs, the student may request a leave of absence. The student may then re-enroll in the next appropriate semester (usually one year later).

If agreed upon by all parties (student, student's physician, and coordinator) for the continuation of the program, the following guidelines will be followed:

- The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation.
- The student will follow all safety precautions as outlined by the Program Co-Chairs or designate, the student's physician, and the instructor in the course.
- The student will be required to obtain a fetal dosimeter badge through the Murray State College Veterinary Nursing Program and maintain compliance with badge submission to the supplier.
- Faculty and staff may remove the student from a particular lab or class if they feel participation may endanger the mother or her fetus.

Pregnancy Physician Visit - Checklist

(This is a required form if the student becomes pregnant before or while attending the Veterinary Nursing Program.)

The physician has discussed the following with me concerning potential risks to myself and the fetus:

1. Exposure to anesthetic gases
2. Exposure to teratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents and fixing agents
3. Exposure to hormones (e.g., prostaglandins and progesterone)
4. Exposure to ionizing radiation and other sources of radioactive materials
5. Exposure to zoonotic diseases including, but not limited to, leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis, West Nile virus
6. Traumatic injury including, but not limited to, bites, kicks, scratches, possible electrical hazard exposure from equipment

I have discussed with my physician that I understand as a veterinary nursing student I have inherent risks in my profession, and I accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my educational process in the veterinary nursing program.

Student Signature: _____ Date: _____

Physician's name (print): _____

Physician's Signature: _____ Date: _____

Hospital, clinic, or address: _____

City, State _____

Health Status Release Form

(Required Form to return to Veterinary Nursing Program courses after illness or injury or if the student becomes pregnant before or during Veterinary Nursing Program.)

Release Date: _____

Murray State College Veterinary Nursing
One Murray Campus
Tishomingo, OK 73460

Dear Veterinary Nursing Program Co-Chairs:

_____ is under my care for the following conditions:

- ☐ I have examined and assessed the above individual and do certify that he/she is able to attend/return to class and perform ALL classroom and clinical activities in a manner that will not harm the student nor compromise their safety or the safety of others.
- ☐ I have reviewed the Essential Job Requirements and Technical Standards for the Veterinary Technicians (Murray State College Veterinary Nursing Student Handbook, Pages 4 & 5) to aid my assessment of the student.

Licensed Health Care Provider:

Signature: _____ Date: _____

Name / Title: _____ Telephone: _____
(Please type or print.)

Address: _____

For further information, contact Aubree Lively, BBA, RVT, at 580-387-7526— Co-Director of the Veterinary Nursing Program.

Murray State College Veterinary Nursing Program— Health/Risk & Liability Release

Health Risk Acknowledgment

Assumption of Risk: All distance learning students working in a veterinary facility may encounter animals that can cause traumatic injury and/or expose them to infectious agents that cause disease. Students may also be exposed to ionizing radiation (e.g., x-rays), zoonotic diseases, volatile anesthetic gases, and chemical substances, which can cause bodily harm. By enrolling in any of the distance learning courses, students voluntarily accept these risks exist and assume the responsibility to always act safely and responsibly.

Pregnancy: Pregnancy shall be considered a condition for which there are definite health concerns, for which the student needs additional information about these concerns, and for which Murray State College (MSC) and the clinical preceptor(s) need assurance that the student has received this information from her physician.

In the event of pregnancy, the student must provide written assurance to the MSC Veterinary Distance Learning Program and the clinical preceptors that she has received this information from her physician, understands the risks involved, agrees to take all reasonable precautions, and still desires to continue with her educational program.

Due to the inherent risks involved with working with horses, cattle, small ruminants, swine, and the common species of laboratory animals, pregnant students will be allowed to participate in any Fast Track labs under the condition that the student has discussed the risks with her physician and is able to provide written consent from her physician and sign a waiver provided by MSC. The inherent risks include, but are not limited to, physical trauma, long and physically strenuous class hours, and the possible exposure to zoonotic diseases.

Personal Injury: There is an inherent risk in the practice of veterinary medicine, and students should be aware there is always the risk of personal injury. Students should take every precaution when completing clinical tasks or treatments on patients. Students should avoid aggressive or dangerous animals and always be aware of the physical status of the patient, including its rabies vaccination status.

Bites and scratches may potentially expose individuals to biologic hazards, which may be transmitted through saliva, secretions, and/or blood. Preventative measures such as proper restraint, PPE, and pre-exposure vaccination should be taken to avoid unnecessary injuries. In the event of a bite, scratch, or puncture injury while performing specific required clinical tasks:

- The area should be thoroughly washed and cleansed immediately with soap and water for 15 minutes. Anyone assisting in cleansing the wound should wear gloves at all times.
- The student will be advised/required to seek the services of a physician or qualified medical professional. Students are strongly encouraged to seek an urgent care-type facility to help ensure the bite, scratch, or wound is seen in a timely manner.

- The student must provide written information to their MSC Veterinary Nursing online course instructor and the Program Co-Chairs on the date of the injury, the type of the injury, and what steps have been taken for treatment because of the injury. Any ongoing care, updates, or treatment as a result of the original injury will also need to be reported to the Program Co-Chairs.

Tetanus: If a student has never received tetanus immunization, the student should receive such immunizations as advised by his/her physician. If the student has had the initial series, they should consult with their physician as to whether a booster immunization is required.

Rabies Protection: Exposure risk: Rabies exposure is an occupational hazard for veterinary professionals, and preventive measures are necessary to protect the veterinary team. The level of risk for rabies exposure is dependent upon the geographical location of the Clinical Instruction Site, the type of animals to which the student is exposed, and the degree of contact with animals potentially carrying the rabies virus.

Pre-Exposure Vaccination: Per the AVMA (American Veterinary Medical Association), "Pre-exposure rabies vaccination provides additional protection for at-risk veterinarians, veterinary technicians, and other team members. Vaccination does not replace good preventive measures such as personal protective equipment and safe procedures for animal and specimen handling.

Murray State College Veterinary Nursing requires the pre-exposure rabies vaccination prior to handling any animals during their time in the program. This vaccination should be administered according to the current CDC guidelines for Risk Category 3. Titers and boosters should also be maintained as recommended by the CDC. Failure to complete the recommended series puts an individual at risk of incomplete protection if exposed to rabies. Pre-exposure vaccination can be ordered by a physician or arranged through your local or state health department. Insurance coverage can vary according to the individual policy. Please consult your medical insurance provider for clarification of coverage.

I have read the above information about the potential health risks involved with my participation in the MSC Veterinary Nursing Program. I understand that Murray State College is not responsible for paying medical bills, costs, or expenses for injuries sustained by me while participating in the Veterinary Nursing Program. I understand that all medical bills, costs, or expenses are my responsibility.

☐ I am currently covered by health insurance that will cover treatments for potential injuries and illnesses resulting from my participation in the MSC Veterinary Nursing Program.

☐ I am not presently covered by health insurance. I understand that Murray State College is not responsible for paying medical expenses for injuries sustained by me while participating in the MSC Veterinary Nursing Program.

Agreement and Release of Liability

By enrolling in the MSC Veterinary Nursing Program, I recognize that I am cognizant of all the dangers inherent in the veterinary medical profession and of the basic safety rules for activities conducted in association with this program. I further acknowledge that I have familiarized myself with any additional dangers associated with the site where I have chosen to perform my clinical instruction. I acknowledge that my decision to choose this clinical instruction site was not influenced by Murray State College. I understand that it is not the purpose of Murray State College to serve as guardians of my safety while enrolled in the MSC Veterinary Nursing Program.

I further understand and agree that Murray State College or any of their officers, members, agents, or employees shall not be held liable in any way for any occurrence that may result in injury, death, or other damages to me or my family, heirs, or assigns in connection with my participation in the MSC Veterinary Learning Program.

In consideration of my enrollment in the MSC Veterinary Nursing Program, I hereby personally assume all risks in connection with them, and I further release and discharge Murray State College and any of their officers, members, agents, or employees (the "Released Parties") for any injury or damage, including death, that may befall me while I am enrolled as a student in the MSC Veterinary Nursing Program, including all risks connected therewith, whether foreseen or unforeseen, and further save and hold harmless the Released Parties from any claim by me or my family, estate, heirs, or assigns arising out of my enrollment and participation in the MSC Veterinary Nursing Program.

I further state that I am of lawful age and legally competent to sign this affirmation and release, and I understand that the terms herein are contractual. I have fully informed myself of the contents of this affirmation and release by reading it before I signed it. I am aware that this is a release of liability and a contract drawn between me and Murray State College and any of their officers, members, agents, or employees. I have signed this affirmation of my own free will. I further state that I have read and understood the policy on student professional liability insurance and responsibilities and agree to the terms of that policy.

Student's Typed Name: _____

Address: _____ City, State: _____
Zip Code: _____

Student's Signature: _____

Notarization Required (Please include visible Notary Seal or Stamp)	
State of: _____	County of: _____
This instrument was acknowledged before me on ____/____/____ by _____ (Student's Name)	
_____ (Signature of the notarial officer) My commission expires: ____/____/____	