

The Ontario Association of Veterinary Technicians

Veterinary Technician / Technology Programs

Approval Process & Application Form

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Section 1: Overview of Approval Process

Standards and Evaluation Procedure

To receive the approval of the Ontario Association of Veterinary Technicians Board, an educational program will have to meet a comprehensive set of standards (see Section 2). Programs will be evaluated to see if they meet the approval standard as follows:

- Each program will complete an extensive application form (see Section 3) and submit it with supporting documentation, to the OAVT office.
- An OAVT inspection team will visit the campus for 2 days, viewing facilities and interviewing staff and/or students.
- The inspection team will render its report to the OAVT Board-appointed Evaluation Committee.
- The Evaluation Committee will review results of graduates from the program on the Veterinary Technician National Examination (VTNE).
- The Evaluation Committee will send its report and decision on approval to the program applicant. The decision of the panel will be one of the following, either:
 - (a) unconditional approval of the program for a three-year period; or
 - (b) approval for a shorter period, with conditions to be fulfilled (with the possibility of a second site visit); or
 - (c) denial or revocation of OAVT approval
- The OAVT reserves the right to downgrade the unconditional approval to conditional if and when issues arise that may indicate a problem in the training process (i.e. Reports from the field regarding the competency of graduates or a shift downwards in the pass/fail rate of students writing the recognized exam).
- A program may appeal the decision of the Evaluation Committee where it has grounds to believe that procedures were not properly followed. Appeals will be decided by the OAVT Board.
- Applicants will be expected to notify the OAVT any time there are major changes to the program. Such changes may result in a revision of the approval status. This procedure is described in greater detail in Section 3.

Criteria for Approval

In reaching a decision, the Evaluation Committee will be looking for *substantial* compliance with the approval standard. The ultimate question is, does this program meet the minimum conditions necessary to provide an education in veterinary technology that prepares students to carry out their duties in a competent and professional manner?

The objective is not to enforce uniformity and stifle creativity, but to ensure that programs, using whatever methods they choose, deliver a minimum standard of educational excellence. Programs are encouraged to be innovative; the procedure is designed to provide the opportunity to show how innovations improve upon older methods. The use of imprecise terms in this document, such

as “sufficient numbers”, is intended to work to the benefit of programs being evaluated. While leaving some aspects of the standard open to interpretation, it allows site visitors and evaluation committee members to apply human judgment rather than a rigid formula. Where necessary, the evaluation committee can refer to practice among other educational programs in Ontario or beyond to determine whether a given instance falls within normal range.

Minor deviations from the standard are not sufficient grounds for withholding approval, unless they add up to significant cause for concern.

Criteria for Extension

As per OAVT bylaws, 1.3.1(d), a College may request a two (2) year extension from OAVT to the accreditation period.

- If there have been no major changes to the program, a letter will be sufficient to request an extension. Include a copy of the CVMA’s letter of approval and report.
- If the College has undergone major changes to the program, a complete renewal application for approval is required.

Concessions for CVMA-Accredited Programs

Programs which are accredited by the Canadian Veterinary Medical Association or renewing their CVMA accreditation at the same time, will be:

- allowed to submit copies of documentation submitted for the most recent CVMA process, plus the report received back from the CVMA Accreditation Committee;
- visited by a site inspection team only in unusual circumstances, usually to verify information that cannot be determined with certainty from the written material or by other methods. (i.e. When a conditional approval is given by CVMA or when the CVMA report is lacking information the Committee deems important). This inspection may not require the full four (4) member visitation team. Every effort will be made to spare them unnecessary administrative burden and expense. Such programs will, however, be required to meet the same OAVT standard as other programs.

Due to the time elapsed from the last CVMA accreditation, completing the OAVT Application form will indicate the changes that have taken place (i.e. staff, equipment, facilities)

Cost

The costs associated with the approval process will be paid by the applicants. Current estimates place these costs at:

- (a) Documentation review fee - \$300.00 (base fee plus HST)
- (b) Site inspection (2 days assumed) - \$2,500.00 (estimated)
- (c) Appeal fee - \$300.00 (base fee plus HST)

Applications and other documentation, when complete, will be thoroughly reviewed by the Evaluation Committee. All fees are set on a principle of cost recovery, under the belief that OAVT members should not bear the burden of approval process costs.

Section 2: Standards

OAVT Standards for Approval Programs of Study in Veterinary Technology

Part A – Admissions

1. Successful applicants to the program must have an Ontario Secondary School Graduation Diploma, similar qualification from another jurisdiction, or equivalent standing as an adult student.
2. Programs must require proficiency in mathematics and the language of instruction, typically determined by a minimum level of achievement in secondary school courses or standardized entrance examinations.

Part B – Curriculum

The following curriculum standards are intended to ensure that students receive a well-rounded education with at least minimum competency in all major disciplines and areas of practice, even if the program is designed to offer greater depth or specialization in certain aspects of veterinary technology.

1. The program must include a minimum of 1500 formal instructional hours.
2. The instructional hours must be divided as follows:
 - theory 50 – 75%
 - laboratory/practical 25 – 50%
3. The laboratory/practical aspect of learning must not be mere observation; students must actually perform the procedures being taught.
4. The program must include an externship (on-the-job training) of at least 10% of the instructional hours.
5. Students must be required to take responsibility for the husbandry on on-site animals used in the program.
6. The program must cover the following topics. It is *not* expected that each topic will correspond to a course title. Details provided below constitute the **minimum** content to be covered under each topic; additional content is encouraged. Some examples of procedures to be practised by students are provided in some cases.

ANATOMY AND PHYSIOLOGY – describe the anatomy, understand the physiology and understand the effects of common diseases upon cells, tissues, and the following body systems in ruminant and non-ruminant animals: skeletal, muscular, nervous, cardiovascular, central vascular, digestive, lymphatic, respiratory, excretory, reproductive, endocrine, integumentary and senses.

ANAESTHESIA – understand the indications, advantages, disadvantages, effects on the body and the associated adverse side effects of the commonly used pre-anaesthetics and IV, IM, inhalation and anaesthetic agents. Describe the stages and planes of general anaesthesia and the parameters used for monitoring during anaesthesia. Be familiar with the parts of anaesthetic machine and how to use it including the advantages and disadvantages of re-breathing and non re-breathing systems, and precision and non-precision vaporizers. Understand the important concepts of analgesics, muscle relaxants assisted and controlled ventilation, fluid therapy and monitoring acid-base balance and proper oxygenation.

- administer analgesics and anaesthetics
- monitor anaesthetics

ANIMAL BEHAVIOUR AND WELFARE – know the chronological order of behavioural development and social behaviour. Understand methods of preventing, eliminating or modifying behaviour problems. Identify common behaviour problems. Understand the physical and psychological requirements of animals, discuss animal welfare vs. rights, and various codes of conduct.

BREEDING, REPRODUCTION, AND NEONATAL CARE – define the basic reproductive characteristics and neonatal requirements in the bovine, canine, caprine, equine, feline, ovine and porcine. This includes puberty onset, estrus cycles, semen evaluation, gestation/parturition, pregnancy diagnosis and neonatal care.

- collect, prepare and evaluate vaginal smear
- perform semen evaluation

CLINICAL CHEMISTRY – understand and perform common laboratory tests and the significance of abnormal results of tests used to evaluate kidney, pancreatic, liver function, electrolytes and minerals in small and large animals.

EMERGENCY AND FIRST AID – describe triage, how to monitor respiratory, cardiovascular, renal and neurological status of the emergency patient. The clinical signs, treatment and monitoring of the patient with respiratory, cardiovascular, central nervous system, renal, reproductive system and ingestion of toxic substance emergencies. Perform CPR.

ETHICS AND JURISPRUDENCE – describe the legal and ethical aspects of the veterinary profession and how it relates to veterinary technicians/technologists. (Provincial Veterinary Medical Legislation Practice Act and OAVT By-Laws).

EXOTIC ANIMAL MEDICINE – understand the anatomical and physiological differences of avians and reptiles as compared to mammals. Understand and apply optimum housing and husbandry, restraint and handling, and nutritional

requirements. Describe non-infectious, infectious diseases and parasites of various exotic species.

GENETICS – know the definitions and principles of genes and their crosses, inheritance, chromosomal abnormalities, types and lethal genes, genetic engineering, embryo transfer and artificial insemination.

IMMUNOLOGY – describe how the immune system defends the body against infection including innate and adaptive immunity, and how the body responds to a viral invasion. List and describe antibody classes and their roles in the immune response, types of adaptive responses, and hypersensitivities, cell-mediated and humoral immunodeficiencies. Describe the types of production and use of vaccines.

LABORATORY ANIMAL MEDICINE – understand the practical and theoretical aspects of, research uses and characteristics; handling and breeding, signs of pain and distress, health and housing conditions; and injectable drug protocols, sites and volumes for injections and samples of: mice, rats hamsters, gerbils, rabbits and guinea pigs.

- determine sex
- perform IP, IM, SQ and IV injections
- know anaesthetic and recovery procedures
- clip teeth of rabbits or guinea pigs
- understand and perform anaesthetic and recovery procedures

LARGE ANIMAL NURSING – understand the practical and theoretical aspects of physical examination and normal values, common diseases and illness and the technicians role. Pre and post-operative care, techniques and routes of drug administration and animal husbandry.

- perform venipuncture – coccygeal (cow), jugular (ruminant and equine)
- give oral medication – balling gun, dose syringe, oral speculum and stomach tube
- equine leg and tail wraps
- give IM and SC injections

LARGE ANIMAL NUTRITION – understand the importance of nutrients in feeding large animals, the basic requirements in various life stages and the effects that environment has on nutritional requirements.

MEDICAL TERMINOLOGY – understand pertinent medical terms for all curriculum subjects.

MICROBIOLOGY AND MYCOLOGY – understand the practical and theoretical aspects of microscopic organisms including: equipment needed, various bacterial and fungal media, collection of specimens, identification of gram-positive and gram-negative bacteria, fungal identification, and how to perform various diagnostic tests to identify specific bacteria and fungi.

PARASITOLOGY – list the parasites scientific and common names, life cycles, clinical signs, laboratory techniques for identification of parasites, and treatment

and control of parasite infestations. Perform laboratory techniques and identify parasites.

- perform fecal flotation, sedimentation and direct smear
- administer Knotts test for the heartworm antigens

PERSONAL AND PROFESSIONAL MANAGEMENT SKILLS – describe techniques that involve: increased client communication; basic management and business practices; personal and career management techniques; and marketing strategies.

PHARMACEUTICAL MATH – perform conversion of numbers to different metric units. Calculate dosages, dilutions, concentrations of solutions and drip rates.

PHARMACOLOGY – understand pharmacological terminology, pharmacokinetics, the basic classifications of drugs and general characteristics of each. The importance of proper drug administration including withdrawal times and problems with incorrect administration. Be aware of legal requirements with regards to handling, storage and record keeping of narcotic drugs. A basic understanding of common drugs used, their major effects and contraindications.

- read and fill prescriptions
- perform inventory control
- reconstitute vaccines and prepare medications

RADIOGRAPHY AND ULTRASOUND – understand the principles involved with x-rays and their production. Areas of study should include: practical and theoretical aspects of the x-ray machine, safety, radiographic positioning and restraint, radiographic quality, technique charts, and contrast media. Understand the basic physics of ultrasound, the ultrasound machine, the concepts of the final image and artifacts.

- take and process diagnostic radiographs of various positions

RESTRAINT AND ANIMAL HANDLING – understand common behavioural characteristics and the danger potential of each species so that the most successful method of restraint is used and the safety of both animal and handler are kept in mind.

- handle and restrain animals in various positions for examination and treatment
- show proper use of equipment such as: Elizabethan collar, cat bag, muzzle, restraint pole, halter and twitch

SANITATION, STERILIZATION AND DISINFECTION – understand the principles and different methods of sanitation, sterilization and disinfection; and how and where to use the different methods.

- clean and disinfect cages and kennels
- operate and maintain autoclave

SMALL ANIMAL NURSING – understand the practical and theoretical aspects of physical examination and normal values, fluid therapy, routes of drug administration, blood collection and transfusion, ECG, anal sac expression, enemas, bandaging, animal husbandry, euthanasia and necropsy techniques.

- perform venipuncture – cephalic, jugular, saphenous
- perform parenteral injections – subcutaneous, intramuscular, intradermal and intraperitoneal
- place IV catheter – cephalic, saphenous and jugular veins
- give oral medication – pilling, gastric lavage, nasogastric intubation
- collect urine – urinary catheterization and cystocentesis
- apply bandages and splints
- nail trims, enemas, express anal sacs, clean and medicate ears, apply eye medication

SMALL ANIMAL NUTRITION – explain the six basic nutrients and their role in supporting life. Understand and calculate a companion animals maintenance energy requirements base on its particular life stage, why different nutrient levels change with each life stage and what effects excesses or deficiencies may have. Assist in the management of prevention of obese, critically ill and FLUTD patient. Understand the components of a pet food label and help pet owners make an educated decision on which food to feed.

SURGICAL PREPARATION AND INSTRUMENT CARE – recognize common surgical instruments, needles, suture material, and their intended use. Perform proper instrument care and pack preparation for sterilization. Use aseptic technique for surgical preparation of patient and surgical site, as well as correct surgical scrubbing and personal conduct in the operating room. Assist in common surgical procedures such as feline neuters, declaws and suturing.

URINALYSIS, HAEMATOLOGY AND CYTOLOGY – understand and perform the practical and theoretical aspects of collection and analysis of urine and blood as well as collection staining and interpretation of cytologic samples.

- perform manual differential, red and white blood cell counts
- perform urinalysis (sediment, SG, chemstick)

VETERINARY DENTISTRY – recognize normal and abnormal dental structures, conditions and lesions, causes and stages of gingivitis and periodontitis. Perform complete dental prophylaxis, care and use of dental hand instruments and a home care program. Understand the principles of dental radiography. Assist with dental extractions.

VIROLOGY – know the composition of a virus, the process of replication, classification, and identification of common viruses. Describe sample collection techniques of specimens and submission of samples. Perform various diagnostic testing procedures and common techniques for the prevention of contracting a virus.

ZOONOSES – define bacterial, viral, parasitic, and mycotic zoonotic diseases and their etiology, symptoms (human and animal), transmission, diagnosis, treatment, prevention and control.

Part C – Faculty

1. The teaching faculty must include at least one full-time equivalent (FTE) veterinarian (DVM).
2. The teaching faculty must include at least one full-time equivalent (FTE) Registered Veterinary Technician (RVT).
3. All faculty must be qualified to teach their courses.
4. There must be sufficient VT program faculty to ensure an overall ratio of on-site students to FTE teachers of no greater than 20:1. Student-teacher ratios in each course will be appropriate to subject matter.
5. Policies must be in place to give faculty opportunities for professional development.

Part D – Facilities and Equipment

1. Program facilities must include the following:
 - Classrooms
 - Library
 - Offices
 - Fully equipped radiology unit
 - Surgery
 - Laboratory
 - Animal housing
2. Facilities must meet reasonable standards to be determined by the site visit team for
 - Accessibility by students
 - Proximity to each other and/or main campus
 - Size
 - Safety (CVO guidelines, radioactivity regulations, WHMIS, etc.)
3. Facilities must have equipment that is safe, modern and in sufficient numbers to give students a good educational experience.
4. Students must have access to equipment that is currently in use in veterinary practice in a variety of settings. A representative list of equipment is found in the Application Form.

Part E – Practices and Standards

1. The program must have some teaching animals on its property which are cared for according to the standards prescribed by the *Animals for Research Act*.
2. There must be an Animal Care Committee operating under the guidelines of the Canadian Council for Animal Care (CCAC).
3. Teaching animals must be in sufficient numbers to give students a good educational experience.

4. The program shall not be involved in inappropriate mixing of educational and commercial purposes that might lead to conflict of interest on the part of program faculty or staff, i.e. putting other interests ahead of students' education.
5. Where students work in a private clinic as part of their program, the arrangement must not diminish the educational content of the experience and animal owners must give informed written consent to students handling their animals.
6. The program must demonstrate appropriate involvement in community activities.
7. The program must promote veterinary technology as a vocation.
8. The program must have in place appropriate academic standards and a key performance indicator system for students.
9. The program must maintain course outlines that are available to students and prospective students.
10. The program must maintain a placement office for graduating students that keeps statistics on employment placement of graduates.
11. The program must disclose to the public the current status of any accreditations and approvals for which it has applied.
12. The program must provide reasonable access to its students by representatives of the OAVT for the purpose of distributing information about the Association.

Section 3: Procedures

Application

1. Programs will be required to submit a written application for approval to the OAVT office. To ensure no gap in the approval status, please submit four (4) copies of the application and support documentation, no less than 90 days before the expiry of the current term of approval, or on a date specified by the OAVT.
2. Programs which are currently accredited by the CVMA, may submit copies of their (current or most recent) CVMA application, the report of the CVMA Accreditation Committee, a fully complete OAVT application form, plus all relevant supporting documentation, to the OAVT office.
3. If applying to the CVMA for accreditation for the first time, please provide a complete OAVT Application form, CVMA application form and all relevant supporting documentation, to the OAVT office.
4. All other programs must submit the OAVT application form, plus all relevant supporting documentation, to the OAVT office. The OAVT application is attached.
5. All applicants must submit payment for the application with the application and agree to pay the business expenses associated with a site visit, if required.

Initial Review

1. The application will be scanned for completeness by the Registrar of the OAVT.
2. Incomplete applications will be returned to the program without being evaluated.

Evaluation Committee

1. The Registrar will appoint an Evaluation Committee of 3 OAVT members to evaluate and decide on all applications for approval.
2. One of the members of this committee shall be appointed by the Registrar as Chair.
3. Upon receiving a complete application, the Committee will review the application thoroughly, appoint a site visit team, and give instructions to the team prior to its visit to the program site.
4. When the applicant is currently accredited by the CVMA or is in the process of applying for CVMA accreditation, the Committee may, at its discretion, waive the requirement for a site visit.
5. After receiving the report of the site visit team, the Committee will evaluate all information, come to a decision and communicate its decision in a written report to the applicant and the Registrar.

Site Visit

1. The site visit team will consist of four members with the following qualifications:
 - one member shall be a licensed veterinarian;
 - three members shall hold the RVT designation or its equivalent from another jurisdiction, and will normally be graduates of an OAVT-approved program;
 - one of the RVT's shall be a member of the Evaluation Committee
 - wherever possible, members shall have prior experience as site visitors and shall be currently employed in a clinical or laboratory setting.

In addition, the following conditions will apply:

- no more than one member shall be a graduate of the applicant program;
 - no member shall be employed by or otherwise currently associated with the applicant program.
2. Site visits will normally take place over a two-day period, although the Evaluation Committee may, at its discretion, specify a shorter period.
 3. During its visit, the site visit team shall inspect facilities, audit classes and interview students, faculty and administrators of the program.
 4. The site visit team may ask to view documents not submitted with the application but which are relevant to it.
 5. The OAVT office will invoice the applicant for the customary business expenses of the site visit team following the visit, including but not restricted to the following:
 - travel to and from the site
 - accommodations
 - meals
 - telephone and courier costs
 - stipendIt is anticipated that site visit costs will be approximately \$2500.00 for a 2-day visit.
 6. Following the visit, the team shall submit its written report to the Evaluation Committee.

Evaluation Report

1. The Evaluation Committee, in reaching its decision, shall take into consideration the following:
 - the application and supporting documents submitted by the program
 - test scores of recent graduates from the program on the VTNE
 - the report of the site visit team
 - any other objective information relevant to the program's adherence to the OAVT Standard for VT Programs
2. The Evaluation Committee's decision may be any of the following:
 - (a) unconditional approval of the program for a three-year period; or
 - (b) approval for a shorter period, with conditions to be fulfilled (with the possibility of a second site visit); or
 - (c) denial or revocation of OAVT approval
3. The Evaluation Committee shall submit its decision in a written report to the applicant and the OAVT Board. The report will include the reasons for its

decision, comments on the program's strengths and weaknesses or any other information deemed helpful to the applicant in maintaining or improving the quality of its program.

Subsequent Changes

1. If a program undergoes substantial revision during the term of approval, in any respect covered by the standards, the administration must inform the OAVT office in a timely fashion.
2. In response to such changes, the Evaluation Committee may review the approval status and, at its discretion, take such action as it deems advisable.

Appeal

1. An applicant may appeal a decision of the Evaluation Committee to the OAVT Board.
2. An appeal may be made on one of the following grounds:
 - (a) That the Evaluation Committee failed to conduct an adequate investigation of the program's compliance with the approval standards; or
 - (b) That the decision of the Evaluation Committee was not reasonable under the circumstances.
3. An appeal must be in writing and state the specific ground under which the appeal is made. A cheque for the appeal fee must accompany it, the amount of which will be determined from time to time by the OAVT Board.
4. The appeal fee is initially set at \$300.00
5. The OAVT Board may invite a representative of the appellant to address the Board in person at the time it considers the appeal.
6. Decisions of the OAVT Board will be final.

Status of Graduates from Non-Approved Program

If a program's approval is denied or revoked, all students graduating from the program from that time on will be denied the privilege of writing the VTNE.

Re-application

1. If approval has been denied or revoked, an applicant may re-apply at any time. The program will be subject to the full process of application and site visit, with all associated fees and costs.
2. If approval is subsequently granted, the decision of the Evaluation Committee will specify when graduates of the program may begin to write the VTNE.

Application Form

Ontario Association of Veterinary Technicians

Veterinary Technician/Technology Programs Application for Approval

Name of Program: _____

Name of Institution: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

Report Completed By: _____

Official Position: _____

Date: _____

Please ensure the accuracy of the following. Your application must be supplemented by any current publications, course calendars, and any pertinent tear sheets. When space provided is inadequate, please insert additional pages appropriately identified. If you must leave a requirement unanswered, please explain the reason for doing so or provide appropriate information.

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

President or Chief Executive Officer of School: _____

Director of Program for Educating
Veterinary Technicians/Technologists: _____

I. Introduction:

- a. Please provide a brief history of the program.
- b. Organizations accrediting the program.

II. Objectives:

- a. State the major and secondary objectives of the program.
- b. To what extent are the objectives being met?
- c. What measures are being taken to meet the objectives more fully?
- d. Note the strengths and weaknesses of the program.
- e. What are the key performance indicators of the program and how are they monitored?

III. Communications:

- a. Describe the co-ordination between the program and other programs of the college that contribute to the program's teaching effort.
- b. Describe the advisory committees related to the program and how they contribute. Give date of the last advisory committee meeting and include a copy of the minutes from this meeting. Members should include students, faculty, OAVT, peers and employers.
- c. Does your institution participate in the Veterinary Technician Educators meeting? Please list names of representatives.
- d. Describe contacts with the public including high schools, potential employers, open houses, etc.

IV. Animals

1. Please list the following information:

Animal Type	Number Owned By The Program	Number Available For Use To The Program	Total Number Available Over the Course of the Year
Companion			
Dogs			
Cats			
Horses/Ponies			
Production			
Ruminants			
Swine			
Poultry			
Exotic			
Caged Birds			
Rabbits			
Pocket Pets			
Laboratory			
Mice			
Rats			
Other			

2. Are all of the animals utilized in the teaching program cared for according to the standards of the *Animals for Research Act*? If no, please explain.

V. Physical Facilities

a. List all laboratories, classrooms, conference rooms, offices, and animal holding facilities. Please include the name of the building, assignable

square feet, number of student spaces, type of rooms, and if the room is shared with another program.

- b. Do classrooms, laboratories, animal holding areas and clinical facilities meet reasonable standards for: proximity, accessibility to students from main buildings? If any facilities are located off campus, please state proximity to campus and accessibility to students.

VI. Equipment

- a. Are classroom, laboratory, and clinical equipment adequate? Explain.
- b. Please complete the equipment list by providing numbers of items owned by and available to the program.
- c. What additional equipment is needed?
- d. Please list any planned acquisitions with approximate date of purchase.
- e. Do you meet current standards for MSDS, WHMIS, and the Occupational Health and Safety Act?
- f. Please complete the charts on the following pages.

	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
<i>Instructional Equipment</i>		
Camera		
Computers		
Projection Equipment		
Overhead		
Monitors		
VCR		
Other (please specify)		
Specimens, Models		
Small Animal Skeleton		
Large Animal Skeleton/Limbs		
Other (please specify)		

<i>Clinical Equipment</i>	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
Anaesthesia Equipment		
Large Animal		
Small Animal		
Halothane		
Methoxyfluorane		
Isoflourane		
Non-rebreathing system		
Waste anaesthetic gas exhaust system		
Autoclave		
Bathing and Surgical Prep Equipment		
Cages complying with federal regulations		
Dehorner		
Dental Instruments (manual)		
Dental Instruments (machine)		
Electric Clippers		
Electrosurgical Equipment		
Electrocardiograph		
Emasculator		
Endotracheal Tubes		
Esophageal Stethoscope		
Examination Tables		
Gas Sterilizer		
Hoof Trimmers		

Nail Trimmers		
Narcotics Locker		
Large Animal Obstetrical Instruments		
Ophthalmoscope		
Large Animal Dosing Equipment		
Small Animal Dosing Equipment		
Orthopaedic Equipment		
Oscilloscope, Cardiac		
Otoscope		
Respirator		
Restraint Equipment		
Vaginal		
Stethoscope		
Surgical Instruments, Basic		
Surgical Lights		
Surgical Suction		
Surgical Tables		
Syringes, Multiple Dose		
Ultrasonic Instrument Cleaner		
Tourniquet		
Circulating Water Blanket		
Other (please specify)		

Laboratory Equipment	Number Owned by the Program	Number Available to the Program
Centrifuge		
Clinical Chemistry Analyzer		
Differential Blood Counter		
Electronic Blood Counter		
Hand Tally Counter		
Hemacytometer		
Incubator		
Microhematocrit Centrifuge		
Microscopes		
Necropsy Table/Equipment		
Refractometer		
Scales, Laboratory		
Other (please specify)		
Radiographic Imaging Equipment	Number Owned by the Program	Number Available to the Program
X-Ray Machine		
Fixed		
Portable		
Automatic Film Processor		
Aprons/Gloves Lead Lined		
Calipers		
Cassette Holders		
High Speed/Rare Earth Screens		

Film Identification Markers		
Hand Dark Room and Developing Equipment		
Radiation Safety Badges		
Storage Racks for Gloves and Aprons		
X-Ray Viewer		
Lead Thyroid Collar		
Lead Eyeglasses		
Other (please specify)		
<i>Large Animal</i>		
Cattle Chute		
Twitch		
Nose Tongs		
Ropes		
Hog Snare		
<i>Small Animal</i>		
Elizabethian Collar		
Restraint Pole		
Muzzle		
<i>Laboratory Animal</i>		
Scales, Animal		
Speculum		

VII. Students

- a. Number of students presently in the program:
First Year: _____ Second Year: _____ Third Year: _____
- b. College Calendar
Date present academic year began: _____
Date present academic year will end: _____
- c. What changes in student numbers are anticipated over the next three years?

VIII. Library and Learning Resource Centre

- a. Number of daily hours per week the library is open: _____
Daily hours are: _____ Seating capacity: _____
Library location: _____
- b. Number of books in library, particularly designated for veterinary technician/technology students: _____
- c. Number of periodicals regularly received by the library, specifically for veterinary technician/technology students: _____
- d. Amount collected in library budget for veterinary technician/technology acquisitions and subscriptions: _____
- e. Describe auto-tutorial, internet, and other learning resources available to the veterinary technician/technology program, including space, personnel, equipment, and material available. Provide a listing of auto-tutorial and/or audio-visual programs presently in use.

IX. Admissions

- a. Describe procedure for selecting first year students. Include minimal scholastic requirements, tests used, interview system, and documentation required.

- b. Number of qualified applicants for the present first year class: _____
- c. Number of spaces available for the first year class: _____

X. Faculty

- a. Please list the number of full time equivalent staff. (Full time means time is dedicated only to the Veterinary Technician program.)
- b. Provide the following information for each faculty member assigned one-quarter time or more to the veterinary technician/technology program as well as a copy of their current Curriculum Vitae:

Name: _____ Course taught: _____
of Hours per Semester: _____

- c. Please list the names of part-time staff and the courses they teach.
- d. Provide a statement of college and program policy for:
 - 1. Professional growth and continuing education
 - 2. Sabbatical or other educational leave

XI. Curriculum

- a. Please attach course information that is in sufficient detail that the Review Panel can determine whether the content meets the minimum curriculum standard as set out by the **Ontario Association of Veterinary Technicians Program Standards** documentation. Please include theory versus practical hours.
- b. Please include job placement statistics for students for the last three years.