

**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE**

**VETERINARY TECHNOLOGY PROGRAM**

**VET 281**

**EXTERNSHIP MANUAL**

Katherine Smith, MS, CVT

Assistant Professor of Veterinary Technology  
Acting Program Coordinator – Veterinary Technology

Spring 2016



# EXTERNSHIP MANUAL

## INTRODUCTION

This manual is designed to outline the Externship Program for the Veterinary Technology Program at NWCC.

The major objective of the Externship Program is to provide a student centered experience. The following material is presented with this in mind. The emphasis is on the role of the student in relation to the Externship Experience, the Veterinary Hospital or Laboratory Animal Facility, and the NCCC Externship Instructor.

The general purpose of the Externship Program is to provide the student with an actual hands-on work experience applying knowledge learned in the classroom. To be effective, the Externship experience should be planned so that the student can perform required skills in the practice setting.

## CONTENTS

This manual consists of the following components. If any parts are missing, contact the instructor for another complete copy of the manual.

1. Introduction
2. The Value of the Externship Experience
3. Externship Policies
4. Daily Log Requirements
5. Externship Experience **Final Report** and **Case Study** Requirements
6. Externship Experience Agreement
  - To be completed and signed by the student and the Hospital Externship Supervisor and returned to the NCCC instructor. This must be done **prior** to starting the externship.

## 7. Student Evaluation

- To be completed by the Hospital Externship Supervisor upon completion of the Student's experience and returned to the NCCC instructor.

## **THE VALUE OF EXTERNSHIPS**

- Externships assist the student in learning and professional development.
- The Experience affords the student an opportunity to observe professional staff in their work environment.
- The Externship experience is an educational activity intended to provide maximum opportunities for practical experiences.
- The Externship experience is an educational activity intended to provide maximum opportunities for practical experiences.
- Externships establish and maintain channels of communications between the Student, the Educator and the Professional field.

## **EXTERNSHIP POLICIES**

1. Our policy is to include only Veterinary Hospitals or Laboratory Animal Facilities which have an outstanding reputation and an expressed interest in providing opportunities for externship experiences that will attempt to meet the learning objectives set forth in this manual.
2. The Veterinary Hospital or Laboratory Animal Facility in which the student is placed should expect the student to function as a "learner", not as an experienced professional and salaried employee.
3. The Veterinary Hospital should not use the student as a staff replacement.
4. It is expected that the Hospital Supervisor will provide weekly conferences regarding the progress and evaluation of the student's performance.
5. The Hospital Externship Supervisor should be either a Veterinarian or a Certified/Licensed Veterinary Technician.

6. The State of Connecticut College Services Agreement (a separate document) must be signed by the Veterinary Hospital or Laboratory Animal Facility, the NCCC College Dean of Administration and the Attorney General's Office prior to the start of the externship.
7. The NCCC Externship Instructor will make at least one visit, pending location of site, while the student is working to observe and discuss the students' performance with the Hospital Externship Supervisor. If the distance is too far to travel, the instructor will make telephone contact with the Hospital Externship Supervisor.
8. **RADIATION SAFETY:** Students participating in this Externship Experience have successfully completed a Radiographic Imaging course and have been trained in radiation safety. Film radiation dosimetry badges will be provided for each student by NCCC. Film radiation dosimetry badges must be returned by the student to the NCCC Instructor prior to assignment of a final grade for this Externship Experience.
9. The Externship Experience Agreement, which is part of this manual, includes the following provisions:
  - The approximate days/hours agreed upon between the Hospital Externship Supervisor, the NCCC Instructor, and the student to meet the NCCC requirement of a **minimum of 200 hours** for this Veterinary Technology Externship Experience.
  - Dates of expected beginning and conclusion of the Externship Experience.
  - Name, work telephone number, and email address of the Hospital Externship Supervisor
  - Name, address, home/work telephone numbers, and email address of the Student.
  - Name, telephone number, and email address of the NCCC Instructor
10. Students are expected to keep a **Daily Log** of each visit for personal use and study, as well as for discussion and review by the Hospital Externship Supervisor and the NCCC Instructor. Refer to the Daily Logs section of this manual for more detail regarding log requirements.

11. The Hospital Externship Supervisor is asked to assist the student in completing their required task list. As each task is **completed successfully**, it should be signed off and dated.

***Skills should only be checked off when a student has achieved a reasonable level of proficiency at that skill.***

12. Students are required to submit both a Final Report and a Case Study. Refer to the Final Report and Case Study sections of this manual for more detail regarding submission requirements.
13. An evaluation of the Student by the Hospital Externship Supervisor is required. **It is strongly encouraged that the Supervisor share his/her findings with the student.** The evaluation form is part of this manual, see attached. A copy of this evaluation is to be submitted to the NCCC Instructor on or before **May 9, 2016.**
14. This second Externship Experience **must be completed at a different site from the one where the student completed their first externship.**

## **DAILY LOG REQUIREMENTS**

All students are responsible for setting up a report on a daily basis. This schedule and detail of the student's daily experiences and skills learned or used **must** be posted to e-Portfolio on a **weekly basis**. If you are experiencing technical difficulties with e-Portfolio, your weekly logs may be e-mailed to Kat Smith, CVT at [ksmith1@nwcc.edu](mailto:ksmith1@nwcc.edu), but ultimately they must be posted on e-Portfolio.

The logs should be in a narrative form and should include:

- Date and time spent for that day, maintaining a running tally of total hours worked. Hours must be documented by your Hospital Externship Supervisor.
- List of "required tasks" completed that day and any new skills **learned or practiced**.
- List of **experiences** for that day.
- **Student's evaluation** of his/her role as a technician.

- Other pertinent information the student wishes to include regarding their experience.

Consider listing pharmaceuticals (including their purposes) using during the day (i.e. Rimadyl, cardiac drugs), external and internal parasites observed (as well as treatment protocol), diagnostic tools and equipment used or observed (chemistry analyzers, radiographs), etc. – obtaining thorough detail about these items will benefit you as you continue on in your career, your program, and as you prepare to sit for the VTNE.

The following should **NOT** be included in published content on your e-Portfolio:

- Names or other identifying characteristics of the hospital/clinic, the doctors, technicians, assistants, receptionists, or other employees.
- Names of clients, their pets, or other confidential information pertaining to clinic operations.

***Failure to provide weekly logs during the time frame of the externship will negatively affect your grade. Please contact your instructor if you have difficulty turning these in on a weekly basis.***

***See the last page of this manual for an example of an ideal “A” weekly log.***

## **FINAL REPORT REQUIREMENTS**

A **Final Report** is expected from the Student summarizing the total Externship Experience. The Final Report must be typed and double spaced.

**Do NOT post this Final Report to your e-Portfolio as it will contain identifying characteristics of your externship site.**

Hard copies of both the Final Report and Case Study along with the NCCC-provided dosimetry badge and completed Skills List must be submitted to the NCCC Instructor on or prior to **May 9, 2016**.

All reports will be kept by the Instructor for future reference and will not be returned. If you wish a copy, you must make one before turning it in.

The **Final Report** must include:

- Hospital Information
  - Name, Address, and Phone Number
  - Practice Description (i.e., practice type, species seen, etc.)
  - Number and Types of Employees
- Description of Student's Role / Position
- Hours of work
- Narrative description and evaluation of your experiences in terms of its value as an externship experience.
- Outstanding or selected learning experiences.
- Unachieved expectations or the absence of anticipated learning experiences.
- A self-evaluation of the student's performance as a Veterinary Technician.
- Any other relevant information.

## **Case Study**

This paper will give you the opportunity to investigate an interesting medical or surgical case in depth. Select one interesting case that you will be able to follow from beginning to end. The Case Study report must be typed and double spaced.

Hard copies of both the Final Report and Case Study along with the NCCC-provided dosimetry badge and completed Skills List must be submitted to the NCCC Instructor on or prior to **May 9, 2016**.

This Case Study report should include greater depth and detail than the case study from the first externship. Just as students have progressed through the veterinary technology curriculum, this report should demonstrate a level of knowledge representative of a student near completion of their veterinary technology studies.

The **Case Study** should include:

- Patient signalment
- Patient history
- Physical exam findings
- Test results and their meaning (laboratory, ultrasound, x-ray, etc.)
- Treatment
  - Medical treatments – specific drugs, IV fluids, and why they were used?
  - Surgical techniques
- Patient recovery and outcome
- Patient follow-up (if available)
- What you learned from this case

This report should place emphasis on the **role of the veterinary technician in the treatment of this patient** (i.e., medical and surgical nursing techniques, client education, etc). Please limit this paper to 4-5 typed pages. **You MUST maintain client confidentiality; if you choose to include any supporting documentation such as laboratory results, make sure that the client's name is obscured.**

**This report will also be submitted electronically via e-Portfolio** and is due on or prior to **May 9, 2016.**

**Failure to follow any of these directions will have a negative effect on the final externship grade. Please contact your Externship Instructor if you have any questions regarding your externship requirements.**

***If the Final Report, Case Study, completed Skills List and NCCC-provided Dosimetry Badge are not turned in on or prior to May 9, 2016, your grade will be lowered by one letter grade for every day they are late.***

**Grading:**

- **Weekly Logs 20%**
- **Hospital Externship Supervisor Evaluation 40%**
- **Case Study 20%**
- **Final Report 20%**

Your Hospital Externship Supervisor's Evaluation will be utilized to calculate your final grade for the externship. Failure to provide the proper documentation (weekly logs) and final reports as directed above will have a negative effect on your final grade.

**Please let me know if you have any questions about the grades for this course; it is very important that you follow the guidelines in this externship to receive the highest grades possible.**

**Incompletes or grades below "C" will prevent you from graduating from the Veterinary Technology Program – NO EXCEPTIONS.**

***This page left intentionally blank.***

## VETERINARY TECHNOLOGY EXTERNSHIP - VET 281

### Small Animal Skills List

Supervisor: ✓ off a task as being completed only after the student has demonstrated competence in that task:

<u>REQUIRED TASK</u>	<u>Completed:</u>	<u>Date:</u>	<u>Supervisor:</u>
<b><i>Office/Hospital Procedures:</i></b>			
Handle telephone contacts	_____	_____	_____
Communicate with client	_____	_____	_____
Obtain thorough patient history from owner	_____	_____	_____
Perform appropriate elementary computer skills	_____	_____	_____
Prepare lab samples for shipment	_____	_____	_____
<b><i>Pharmacy/Pharmacology:</i></b>			
Label and package dispensed drugs correctly	_____	_____	_____
Handle controlled substances correctly	_____	_____	_____
Prepare medications and reconstitute vaccines	_____	_____	_____
Differentiate between abnormal and normal responses to medications	_____	_____	_____
Use and explain appropriate routes and methods of drug and vaccine administration	_____	_____	_____
<b><i>Nursing:</i></b>			
Perform client education under supervision	_____	_____	_____
Restrain patients (cats, dogs, large animals, exotics)	_____	_____	_____
Specifically: restrain cats for saphenous blood draw	_____	_____	_____
Specifically: restrain cats for jugular blood draw	_____	_____	_____

<b><u>REQUIRED TASK</u></b>	<b><u>Completed:</u></b>	<b><u>Date:</u></b>	<b><u>Supervisor:</u></b>
Specifically: restrain dog in lateral recumbency	_____	_____	_____
Specifically: restrain dog for cephalic blood draw	_____	_____	_____
Specifically: restrain dog for saphenous blood draw	_____	_____	_____
Accurately obtain and record patient vitals (TPR)	_____	_____	_____
Aseptically connect and handle fluid sets and lines	_____	_____	_____
Administer subcutaneous fluids	_____	_____	_____
Place IV catheters	_____	_____	_____
Remove sutures	_____	_____	_____
Administer SC, IM, and IV injections	_____	_____	_____
Obtain familiarity with clinic's vaccine policy	_____	_____	_____
Apply and remove bandages	_____	_____	_____
Perform small animal dental prophylaxis	_____	_____	_____
Express canine anal sacs	_____	_____	_____
Clean and medicate ears	_____	_____	_____
Collect urine samples (both feline & canine)	_____	_____	_____
Perform cystocentesis (both feline & canine)	_____	_____	_____
Perform venipunctures:			
Jugular – both feline & canine	_____	_____	_____
Cephalic – both feline & canine	_____	_____	_____
Saphenous – both feline & canine	_____	_____	_____

**REQUIRED TASK**

**Completed:**

**Date:**

**Supervisor:**

Restrain patients for diagnostic radiographs:

    Restrain for lateral radiographs

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

    Restrain for VD radiographs

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Take and process diagnostic radiographs

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Perform tonometry using a Tonopen (if available)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Surgical Nursing:***

Prepare surgical equipment/supplies

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sterilize instruments and supplies using appropriate methods

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Identify and know use of common instruments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Identify common suture materials, types & sizes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepare gowns, masks, gloves and drapes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepare surgical sites using aseptic technique

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Operate and maintain autoclave

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide operating room sanitation & care

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position surgical patients (common procedures)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Properly pass surgical instruments & supplies

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintain proper operating room conduct & asepsis

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assist with surgical procedures (scrub in)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Keep operative records

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b><u>REQUIRED TASK</u></b>	<b><u>Completed:</u></b>	<b><u>Date:</u></b>	<b><u>Supervisor:</u></b>
Calculate and administer preoperative meds	_____	_____	_____
Use IV anesthetics under supervision	_____	_____	_____
Use inhalant anesthetics under supervision	_____	_____	_____
Calculate and administer injectable analgesics, sedatives, anesthetics, and antagonist drugs	_____	_____	_____
Explain the different parts of the anesthetic machine	_____	_____	_____
Care & cleaning of the anesthetic machine	_____	_____	_____
Monitor patients while under anesthesia	_____	_____	_____
Monitor anesthetic recovery and provide intensive post-operative care	_____	_____	_____
Perform post-surgical clean-up and dispose of medical waste	_____	_____	_____
Demonstrate ability to perform CPR	_____	_____	_____
Identify emergency drugs on hand & discuss use	_____	_____	_____
<b><i>Laboratory Procedures:</i></b>			
Care for and maintain lab equipment	_____	_____	_____
Perform CBCs (if available)	_____	_____	_____
Perform basic urinalysis with urine reagent stick	_____	_____	_____
Perform basic urinalysis on urine sediment	_____	_____	_____
Perform serologic tests	_____	_____	_____
Perform parasitologic procedures	_____	_____	_____

**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE**

**VETERINARY TECHNOLOGY PROGRAM  
EXTERNSHIP EXPERIENCE**

**STUDENT RATING FORM**

STUDENT NAME:

DATE:

**Note to Hospital Supervisor**

Please use this rating form below to enable us to help the student profit from this Externship Experience and to assist us in evaluating our course offerings and teaching effectiveness. You may use the contents to discuss with the Student his/her contributions to your hospital.

**Rating Scale**

**Number 5 = Outstanding**  
**Number 4 = Above Average**  
**Number 3 = Satisfactory**  
**Number 2 = Needs Improvement**  
**Number 1 = Unsatisfactory**  
**? = No Opinion**

**I. Ability to do required tasks:**

- a. \_\_\_\_\_ Quality of work
- b. \_\_\_\_\_ Quantity of work
- c. \_\_\_\_\_ Accuracy
- d. \_\_\_\_\_ Neatness
- e. \_\_\_\_\_ Timeliness

**II. ATTITUDE**

- a. \_\_\_\_\_ Accepts work willingly
- b. \_\_\_\_\_ Follows directions easily and willingly
- c. \_\_\_\_\_ Works with people willingly
- d. \_\_\_\_\_ Cooperates with staff willingly – is a good team member
- e. \_\_\_\_\_ Accepts criticism and suggestions graciously

**III. RESPONSIBILITY**

- a. \_\_\_\_\_ Is punctual
- b. \_\_\_\_\_ Has good attendance
- c. \_\_\_\_\_ Informs hospital if unable to be on the job

**IV. INITIATIVE**

- a. \_\_\_\_\_ Willingness to learn
- b. \_\_\_\_\_ Determines nature of the job and his/her degree of responsibility before starting

**V. APPEARANCE**

- a. \_\_\_\_\_ Dresses appropriately for work environment
- b. \_\_\_\_\_ Is well groomed

**VI. PERSONAL RELATIONSHIPS**

- a. \_\_\_\_\_ Is courteous at all times
- b. \_\_\_\_\_ Acts ethically in relationships with clients
- c. \_\_\_\_\_ Acts ethically in relationship with colleagues and staff
- d. \_\_\_\_\_ Communicates well (verbally and non-verbally) with others

VII. **EMOTIONAL MATURITY – PERSONAL**

- a. \_\_\_\_\_Is well poised; shows self-control with clients
- b. \_\_\_\_\_Is patient with people
- c. \_\_\_\_\_Is patient with animals

VIII. **JUDGEMENT**

- a. \_\_\_\_\_Knows his/her limitations and when to ask for help
- b. \_\_\_\_\_Distinguishes between important and unimportant matters
- c. \_\_\_\_\_Possesses good time management and organization skills
- d. \_\_\_\_\_Analyzes situations prior to taking action

IX. **KNOWLEDGE OF SKILLS IN**

- a. \_\_\_\_\_Clerical aspects of job
- b. \_\_\_\_\_Basic technical aspects of job (i.e. restraint & handling)
- c. \_\_\_\_\_Advanced technical aspects of job (i.e. injections, venipunctures, surgical assistance, etc.)
- d. \_\_\_\_\_Execution of required tasks on a timely, efficient manner

X. **What are your views of the Student's strengths?**

XI. **What are your views of the Student's weaknesses?**

XII. **If you were in a position to do so, would you hire this student to work in your hospital and why?**

*Please feel free to add comments from other employees regarding this student's performance and please also consider adding comments regarding any topics you feel our program may have missed in this student's training.*

Signature of Evaluator/ Date: \_\_\_\_\_

**Please submit no later than May 9, 2016 to:**

Kat Smith, CVT  
Northwestern Connecticut Community College  
Winsted, CT 06098  
860-738-6490  
[ksmith1@nwcc.edu](mailto:ksmith1@nwcc.edu)

Your cooperation with our Externship Experience Program is greatly appreciated. Please express any recommendations or comments you may have for our Veterinary Technology Program.

**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE  
VETERINARY TECHNOLOGY PROGRAM  
EXTERNSHIP AGREEMENT**

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT EMAIL ADDRESS(ES) \_\_\_\_\_

STUDENT PHONE(S) \_\_\_\_\_

VETERINARY HOSPITAL NAME \_\_\_\_\_

HOSPITAL PHONE(S) \_\_\_\_\_

HOSPITAL ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EXTERNSHIP SUPERVISOR \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

APPROXIMATE HOURS TO WORK PER WEEK\* \_\_\_\_\_

DATE FROM\* \_\_\_\_\_ TO \_\_\_\_\_

***\*Please make sure that this leaves ample time to complete the 200 hours required.***

DESCRIPTION OF STUDENT RESPONSIBILITIES:

*I have read and understand the externship agreement:*

1. Signature of Student / Date: \_\_\_\_\_

2. Signature of Hospital Externship Supervisor / Date: \_\_\_\_\_

3. Signature of NCCC Instructor /Date: \_\_\_\_\_

*Please return to NCCC instructor **prior** to starting your externship!  
NCCC thanks you for supporting our veterinary technology program.*

***This page left intentionally blank.***

## **“Ideal” Example of a Weekly Log:**

Student Name:

**January 24, 2011**

**Daily Hours: 6**

**Total Hours: 6**

**Remaining Hours: 194**

Today was my first day. I previously had a tour of the facility during my interview so I was put right to work when I arrived. I began with collecting urine from a small male terrier mix followed by helping with several restraints for treatments, such as anal gland expression, and several different blood collections. I spent most of my day helping where I could, and getting familiar with the facility and the staff. It was a very good start to my externship, and was given the opportunity to do many things.

Skills Practiced:

- Collect K9 urine
- Restrain for K9 cephalic blood draw
- Restrain for K9 jugular blood draw
- Restrain for K9 saphenous blood draw
- Restrain for K9 anal gland expression
- Trim feline nails

**January 25, 2011**

**Daily Hours: 8**

**Total Hours: 14**

**Remaining Hours: 186**

Today I assisted and observed a dental prophylaxis. Before beginning the dental prophylaxis the CVT reviewed the anesthetic machine with me and I performed a leak test on the machine. A leak test is performed every morning at the start of a surgery day as well as every time the bag, breathing tube, or any other equipment is changed between surgeries. The dental prophylaxis was to be performed on a French bulldog. The CVT had me calculate the emergency drug doses. This was done by using a circular sliding chart. To use this chart it is turned until the weight of the animal appears in a window at the top, this can be read in both pounds and kilograms. The weight is selected and two windows on the bottom show the appropriate emergency drug doses for that animal's body weight. These doses were then recorded on sheet that also recorded the doses for the pre-anesthetics as prescribed by the veterinarian. The technician was to perform the dental prophylaxis and I monitored and recorded the patient's vitals during the procedure. The vet techs perform the dental prophylaxes but the vet is always in the room and available at any time if needed. Four mandibular incisors, 301,302,401,402, were very mobile and required extraction. The tech was able to extract the teeth with little to no difficulty. No further problems were found and the

remaining teeth appeared reasonably healthy. At the completion of the procedure, the vet preformed a quick examination of the mouth and discussed any findings with the tech. It was then instructed by the vet that considering the bulldogs' conformity to wait until it was actively chewing on the ET tube and appeared mostly alert was it to be extubated. The remainder of the time was spent assisting with backroom tasks, including restraints for collections and treatments, and blood draws.

**Skills Practiced:**

- Leak check anesthetic machine
- Monitor patient under anesthesia
- Calculate emergency drug doses
- Restraint for catheter placement
- K9 cephalic blood draw

**January 26, 2011**

**Daily Hours: 6**

**Total Hours: 20**

**Remaining Hours: 180**

Today I spent the morning in surgery for 2 neuters and 2 spays. I calculated, drew up, and administered SQ pre-meds of BAG (butorphenol, acepromazine, glycoporalate). I helped set up, clip, and scrub patients, and tie them in, etc. I restrained for intubations. I opened packs for the surgeon, watched surgeries, and then monitored each patient until extubation. I was able to clean instruments, and wrap them for the autoclave.

Today I also took two x-rays. I set the machine, and helped restrain for a VD and RL chest, as well as a VD and RL abdomen. I also attempted 2 jugulars and was unsuccessful....which is beginning to discourage me....I know I just have to boost my confidence. So, this is my main priority goal for the next week. I also restrained for a feline saphenous venipuncture.

**Skills practiced:**

- Calculated, drew up and administered premeds
- Clip, scrub, tie and prep animals for surgery
- Clean instruments and prepare for sterilization
- Opened surgery packs
- Took radiographs and adjusted machine settings
- Jugular venipuncture.

*Good Luck -*

*Work Hard, Learn as Much as You Can - but Have Fun!*