

Kishwaukee College - Veterinary Assistant Program – Fall 2018

Veterinary assistants are critical members of a veterinary staff who have been trained to assist veterinarians and veterinary technicians with medical procedures on sick and injured animals. Veterinary assistants are also trained in examination, customer relations, and veterinary hospital office procedures.

Class Dates/Times

The class dates and times for the Fall 2018 semester are September 4-December 6 (T,W,Th 6pm-9:45pm). **A MANDATORY Orientation Session will be held on August 28 (7-8pm).**

- ***Students will practice restraining techniques on animals and may get dirty. Must be willing to get down on the floor and in positions that require a certain degree of strength and flexibility.***
- Wednesday evening class will be held at Bethany Animal Hospital in DeKalb.
- Students will participate in a 60-hour externship after the classroom portion has been completed. The externship will be offered from December 10-January 4. Schedule based on location preference.
- Students will participate in a review session on January 8 (6pm-9:45pm).
- The final exam will be held on January 9 (6pm-9:45pm).
- The final class will be held on January 10 (6pm-7:30pm).

Tuition

The tuition for the program is \$1,979 and includes books, online resources and a scrub top (to be worn during externship). Financial Aid does not apply. A payment plan is available. Please see the attached document for more details. No refunds will be available after August 31, 2018.

Program Requirements

The following requirements must be met prior to admission to the program:

- Must be 18 years of age
- High school diploma or GED prior to completion of the program (10th grade Math/English level)
- Psychomotor skills (eye-hand coordination, finger dexterity) and Visual Acuity (normal or corrected) sufficient for safe and successful practice of Veterinary Assistant duties
- Strong verbal and written Communication Skills

Program Topics

The following topics are covered in the 90 hours of classroom instruction:

- Ethics and law
- Office and hospital procedures
- Client relations
- Veterinary medical terminology
- Anatomy and physiology
- Pharmacology and pharmacy
- Physiology and endocrine
- Animal behavior and restraint
- Animal husbandry and nutrition
- Disease prevention and nursing care
- Principles of surgical nursing
- Lab procedures
- Diagnostic imaging
- Companion animals

Attendance Policy

No more than 4 classes may be missed to be assigned an externship and successfully complete the course.

Externship absences will be handled per clinical site.

Externship Information and Requirements

A 60-hour, unpaid externship is required to complete the program. Placement assistance into an externship will be provided. Externships will be conducted after classroom instruction has been completed. Students must be available to work up to 40 hour per week for during the externship. Students must wear a scrub top and closed-toe shoes to their externship.

Externships will be available at an animal hospital facility within a 50 mile radius of Kishwaukee College. Students must provide their own transportation to externship site. ***Proof of healthcare insurance is required prior to the start of class.***

Students must have at least a 75% overall grade in theory and skills after the mid-term to be eligible for externship placement.

If participating in the payment plan, students must be up-to-date on their payments to participate in the externship.

If you have concern(s) about meeting any of the requirements, please contact Melissa Gallagher (mgallagher1@kish.edu, 815-825-9466) prior to registering for the program.

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Document of Understanding

It is **REQUIRED** that you read and sign this document prior to enrolling in the Veterinary Assistant program.

“In regards to my participation in the Veterinary Assistant program. I understand that:

- During the course of this program, I will required to restrain and lift potentially heavy and uncooperative animals in which there is a chance that I may get dirty and slightly injured.
- I am allowed to miss no more than 4 classes to be assigned an externship and successfully complete the course.
- I am required to have a 75% overall grade in theory and skills after the mid-term to be eligible for externship placement.
- I will be required to participate in a 60-hour externship for which I must be available to work during a standard workplace timeframe.
- I will not receive a refund for my payment of this course if I am unable to provide a **proof of health insurance** prior to the start of class.
- If I participate in the payment plan, I will be required to be up-to-date with my payments prior to beginning my externship.
- I am required to be paid-in-full to receive my certificate of completion for the Veterinary Assistant program.

I am at least 18 years of age and have read the foregoing release, understand it and sign it voluntarily.”

Signature: _____

Print Name: _____

Date: _____