

# Moraine Park Technical College Veterinary Technician Program

## Job Shadowing Packet

### Job Shadowing Overview

(Letter – consists of 2 pages)

### Daily Log Book

(Log – consists of 2 pages)

### Mentor Feedback

(Form – consists of 1 page)



**MORAINÉ**  
**PARK**  
TECHNICAL COLLEGE

North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940  
Phone 920-922-8611 or 1-800-472-4554



Dear Veterinary Technician Program Applicant:

To assist you in making an informed decision about your career choice, Moraine Park Technical College requires a job shadowing experience prior to gaining admission to the Veterinary Technician Core Program.

Job Shadow Experience:

- 50 total hours of exposure to the veterinary medical field and specifically the role of the veterinary technician
  - 25 hours in small animal practice
  - 25 hours in large animal practice
- Provide complete copies of the Job Shadow Overview, the Daily Log, and the Mentor Feedback Form to each mentor *prior* to starting your job shadow visits.
- The Daily Log contains an outline of specific areas that should be covered during the job shadow visits.
- Each day of job shadow visits requires a separate Daily Log.
- Your mentor writes your total hours spent with the clinic for each day on the Daily Log and signs it.
- Paperwork completeness & legibility, appropriate job shadow behavior and comments submitted by job shadow mentors will be reviewed by MPTC for approval during the program's petition process.
- *Retain a copy of these completed forms for your records.*
- **Job shadow experiences occurring after January 31, 2011 must be completed on these forms only.**

Job Shadow Clinic:

- When choosing a clinic for job shadow, you *must* be directly supervised by either a DVM or a credentialed veterinary technician; in Wisconsin, a CVT. This person is your mentor.
- Your focus is to see the type of work that occurs at that veterinary clinic/practice and the veterinary technician's role in the practice of veterinary medicine.
- Keep in mind that your mentor may not have time to completely describe everything that you see while visiting the clinic. His or her primary concern is patient care.
- If you need assistance locating a veterinary clinic near you, use "Find a Vet" at the Wisconsin Veterinary Medical Association website: [www.wvma.org](http://www.wvma.org).

Participating Clinics:

**Participation by a veterinary clinic is optional.**

Most clinics provide this great opportunity because they wish to help bring new people into their profession by sharing their knowledge and skills. Please keep in mind that these practices do not receive monetary compensation from the college and do this voluntarily. *A thank you note to the clinic(s) would be appropriate to show your appreciation after your have finished your job shadow.*

Confidentiality:

*All personnel working in veterinary practices are expected to maintain the confidentiality of clients, patients and the veterinary practice. As a participant in that setting **you are also expected** to conform to that requirement. Any information on clients, patients, procedures and/or the veterinary practice whether seen or heard during your job shadow is not to be shared outside of that setting.*

Dress Code:

**The clinic may dismiss you from the practice if you are not wearing appropriate clothing.**

Dress code for this job shadowing experience will require you to wear professional clothing.

- Blue jeans, t-shirts, sweatshirts, visible undergarments, open-toed shoes, visible tattoos, or body piercings which may lead to injury are unacceptable in a clinical setting.
- Participating in ambulatory (large animal) practice may require heavy boots and coveralls, especially during cold weather.
- If you have questions about appropriate clothing or footwear, please contact the veterinary clinic.

Areas to Observe During Your Job Shadow Hours:

- **Large Animal Nursing** includes observing restraint, diagnostics, as well as treatments given to bovine, equine, porcine, ovine, or camelid patients.
- **Small Animal Nursing** includes observing restraint, diagnostics, as well as treatment for canine, feline, pocket pets, avian and exotic species.
- **Critical care** may include emergency medicine or animals undergoing intensive nursing care such as continuous intravenous fluid therapy.
- **Anesthesia and surgical nursing** includes induction and monitoring anesthesia, all aspects of surgical tasks and instrument sterilization techniques.
- **Diagnostics** includes physical exams, endoscopy, ultrasound, and other services which may lead to a diagnosis/prognosis.
- **Radiology** includes taking, developing, evaluating and quality control of x-rays.
- **Clinical pathology** includes parasitology, serology, hematology and microbiology.

Work Experience:

- If you have work experience as a kennel or veterinary assistant, this may apply to job shadow hours.
  - On company letterhead, have your supervisor submit a letter via postal mail to the program director outlining your job duties and dates of employment.
  - Letter must be signed by the person who directly supervised your work. His or her contact information must be included.
- Submissions and amount of job shadow hours covered are subject to approval by the program director.
- Work experience more than 5 years old may not be accepted.
- If you have further questions, contact the program director at the email address included in this letter.

Sincerely,

Laura Lien, CVT, BS, VTS (LAIM)  
Program Director/Veterinary Technician Instructor  
Moraine Park Technical College  
235 N. National Avenue  
Fond du Lac, WI 54936  
920-924-3164  
[llien@morainepark.edu](mailto:llien@morainepark.edu)

### Daily Log for MPTC Veterinary Technician Job Shadow

Applicant's Name	
Veterinary Clinic Name	
Veterinary Clinic Address	
Veterinary Clinic City, State, Zip	
Veterinary Clinic Phone Number	
Mentor	
Date	

Areas of Interest	Therapies and Duties Observed
Large Animal Nursing	
Small Animal Nursing	
Critical Care	
Surgical/Anesthesia Nursing	
Diagnostics/Clinical Lab/Radiography	

Was this a normal work day for the veterinary technician?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did this job shadow reinforce your interest to pursue Veterinary Technology as a career?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Why?			
Information you learned about the duties, salaries, benefits and working hours of veterinary technicians:			
<b>The area below is to be completed by the Mentor ONLY.</b>			
<b>Small Animal Job Shadowing</b> (Hours for today's visit)		No. of Hours	_____
<b>Large Animal Job Shadowing</b> (Hours for today's visit)		No. of Hours	_____
The applicant provided me with a copy of the Job Shadow Overview, the Daily Log and the Mentor Feedback Forms <b>prior</b> to beginning the job shadow experience.		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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 Print Name of Mentor (DVM or CVT)

Date

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 Signature of Mentor (DVM or CVT)

Date



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Dear Job Shadow Mentor,

Moraine Park Technical College would appreciate your feedback on this Veterinary Technician applicant. You may mail this form to the program director at the address below. ***This form is optional.***

Applicant's Name: \_\_\_\_\_

Was the job shadow participant punctual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the job shadow participant wear appropriate clothing in compliance with your clinic's protocol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the job shadow participant display a positive, cooperative attitude?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the job shadow participant ask pertinent questions and substantively engage with you and clinic personnel during their job shadow hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Briefly comment why you would or would not consider this applicant as a suitable student/individual for the veterinary technology profession.

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Print Name of Supervisor or Mentor (DVM or CVT) Date

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Signature of Supervisor or Mentor (DVM or CVT) Date

Thank you for your comments and your help!

Laura Lien, CVT, BS, VTS (LAIM)  
Program Director/Veterinary Technician Instructor  
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