

# Moraine Park Technical College Veterinary Technician Program Student Handbook



**MORAIN E**  
**PARK**  
TECHNICAL COLLEGE

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

# Table of Contents

December, 2010

This handbook supersedes all previous publications

## Contents

Accreditation.....	3
Veterinary Technician Oath.....	3
Moraine Park Technical College Veterinary Technician Program Mission Statement.....	3
MPTC Veterinary Technician Program Outcomes.....	3
Moraine Park Staff.....	4
eCollege Help Desk.....	5
Information Technology Help Desk Services.....	5
Overview of the Program.....	6
Veterinary Practice Qualifications.....	7
Clinical Supervisor Qualifications.....	7
Clinical Animal Use Guidelines.....	7
Animal Use and Clinical Training Complaint Resolution.....	8
Probation.....	8
Dismissal from the Clinical Site.....	8
Clinical Site Orientation.....	9
Remuneration.....	10
Health and Safety Concerns.....	10
Bloodborne Pathogens.....	10
Moraine Park VT Program Director Responsibilities.....	12
Student Responsibilities.....	13
Examinations.....	14
Video Recording Guidelines.....	15
APA References.....	15
Electronic Submissions.....	15
Appendix A.....	16
Appendix B.....	20
Incident Form.....	20

## **Accreditation**

Veterinary Technician programs are accredited by the Committee for Veterinary Technician Education and Activities (CVTEA) as a part of the American Veterinary Medical Association (AVMA). Programs are granted accreditation by meeting or exceeding standards in areas such as institutional accreditation, financial, organizational, physical facilities, library resources, faculty, staff, curriculum, assessment and others. **Moraine Park Technical College's Veterinary Technician Program is accredited by the AVMA.**

## **Veterinary Technician Oath**

"I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and promoting public health. I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics, and furthering my knowledge and competence through a commitment to lifelong learning."

## **Moraine Park Technical College Veterinary Technician Program Mission Statement**

The mission of the Moraine Park Technical College Veterinary Technician (VT) program is to serve the veterinary profession and the public by training individuals to enter the workforce as veterinary technicians qualified for national accreditation. Graduates of our program will acquire the educational and ethical skills needed to adapt to the changing needs of the veterinary medical profession.

## **MPTC Veterinary Technician Program Outcomes**

- Understand and conform to professional standards of practice within legal, ethical and regulatory framework of the credentialed veterinary technician
- Communicate in a professional manner in all formats written, oral, nonverbal, and electronic
- Function as an effective team member through participation in patient and facility management activities.
- Collaborate to respond to needs of patients, clients and groups across the human-animal community
- Safely perform patient management techniques through husbandry, therapeutic, diagnostic, anesthetic and surgical procedures.
- Incorporate teaching and learning techniques to promote human and animal health.

## **Moraine Park Staff**

Kathy Hass  
Administrative Assistant – Trades and Manufacturing  
920-924-6436  
920-924-6305 Fax  
khass@morainepark.edu

Laura Lien, CVT, BS, VTS (LAIM)  
Program Director and Veterinary Technician Instructor  
920-924-3164  
920-924-6305 Fax  
llien@morainepark.edu

Kelly Mowell, MS, DVM  
Veterinary Technician Instructor  
920-924-6427  
920-924-6305 Fax  
kmowell@morainepark.edu

Raj Pathare  
Dean – Trades and Manufacturing  
920-924-3129  
920-924-6305 Fax  
rpathare@morainepark.edu

## eCollege Help Desk

Please call the eCollege Help Desk if you:

- Have difficulty accessing your courses in eCollege.
- Are unable to log in or forgot your User ID and/or password.
- Are experiencing technical issues within eCollege.
- Are curious about personal computer technical requirements.

**Contact eCollege's Help Desk at [helpdesk@online.morainepark.edu](mailto:helpdesk@online.morainepark.edu) or 303-873-0005. They are available 24/7, 365 days a year. If you have course-related questions, please contact your instructor.**

## Information Technology Help Desk Services

The Help Desk is your **first point-of-contact for computer-related support**. Our goal is to resolve your questions and problems in a timely manner. If your issue cannot be resolved over the telephone, an I.T. technician will be assigned to your "case." We can assist you with:

- Have your Network LoginID but cannot log in to the computer.
- Are having problems with your student e-mail.
- Are having difficulty accessing files using your current login information.  
Are having technical problems on campus with hardware or software in computer labs or classrooms.

**Call the Help Desk anytime—24 hours a day, 365 days a year!**

On-Campus: Extension 4357, Local (Fond du Lac) 920-924-3481 or

Toll-Free: 1-866-718-5169

How to use the Help Desk:

- **Give your name.** You will also be asked for contact information the first time you call. You will also be asked to verify your contact information each time you call.

## Overview of the Program

The program is an associate degree level program. Successful graduates of Moraine Park's Veterinary Technician program may register to take the Wisconsin Rules and Statutes Examination and Veterinary Technician National Exam (VTNE). Out of state residents may register for the VTNE and any required local jurisdiction examinations. The computer based VTNE is offered three times a year, at Prometric® testing sites. The Wisconsin Rules and Statutes exam is available on the Wisconsin Department of Regulation and Licensing website. Students will be provided information on registering for these exams by the program director during their final semester of study.

The Veterinary Technician program utilizes **online**, **blended**, and **clinical course** formats for program courses. Specific information for each course is available in the College catalog online at [www.morainepark.edu](http://www.morainepark.edu) or in the clinical course logbooks.

**Online courses** use the computer and internet to provide didactic information for student learning. All program course work is completed in the online format. The majority of learning and assessment activities are asynchronous but some synchronous activities are required. Computer and internet compatibility must be checked at [www.online.morainepark.edu](http://www.online.morainepark.edu).

**Blended coursework** with synchronous science lab components have additional computer and internet requirements. Technical support is available. These synchronous science labs are available either via live internet stream or face to face at the Fond du Lac campus.

The hands-on laboratory component of **clinical courses** takes place in veterinary practices that are approved by the college. Separate information on identifying appropriate clinical sites is provided in this document under Veterinary Practice Qualifications. Students are provided didactic learning activities in the online course to prepare them for their hands-on clinical tasks. Optional face to face labs may be available.

**Clinical courses** require digital video capabilities to verify competency for hands-on skills. Students new to clinical courses are required to attend a synchronous Clinical Orientation in December, either via live internet stream or face to face on the Fond du Lac campus.

Synchronous course activities for online, blended and clinical courses are planned for Wednesday evenings whenever practical.

Communication between student, the clinical supervisor, and the program staff is paramount to the successful completion of program requirements. Whenever questions arise, the student has many avenues available to receive help. Students should feel free to contact the program director or other college staff to overcome any concerns that may occur. Contact information (phone and e-mail) is available at the beginning of this handbook. Specific questions pertaining to coursework should be forwarded to the instructor of that course. The contact information for the instructor is found within the course syllabus.

## Veterinary Practice Qualifications

Veterinary practices must meet AVMA criteria for student learning. Facilities must emulate contemporary veterinary facilities and meet OSHA requirements. Standard types of laboratory and clinical equipment must be provided and comply with the Facility Required Item Agreements provided for each clinical course. Clinical sites may contact the program director with questions regarding availability of these items.

**All small animal clinics must employ a licensed veterinarian and a credentialed veterinary technician. Large animal clinics are not required to employ a credentialed veterinary technician. Delegation of duties to the credentialed veterinary technician must follow their state's veterinary practice act. Members of the veterinary medical team should have clear duty assignments which are commensurate with their level of training and professional licensing.**

Students are required to explore possible host clinical sites as soon as possible and are encouraged to evaluate clinics during their required job shadow period. During first semester courses, students should discuss their list of clinics with the program director as to whether one or more of their choices have previously worked with the program. Students should have a resume and cover letter available for clinics to review. Students may be required to spend time at a clinic to determine whether the hosting situation is acceptable for both the student and the clinic.

## Clinical Supervisor Qualifications

Persons serving as clinical supervisors must be licensed veterinarians or credentialed veterinary technicians. These individuals will be the primary contact persons for the clinical setting for the Moraine Park Veterinary Technician program faculty.

Clinical Supervisors create a unique relationship with the students and the College. **They are the only individuals qualified to witness and sign-off on Performance Assessment Task Scoring Guides.** Students may work with other clinic personnel, but clinical supervisors of record remain the responsible person for the student's learning experience. Clinical supervisors must witness all tasks in order to assess them as successfully completed prior to signing the scoring guides.

## Clinical Animal Use Guidelines

The assignment of a MPTC Veterinary Technician student to a particular patient is the responsibility of the Clinical Supervisor. The Supervisor should match the patient status and temperament to the skills of the student to provide a challenging and safe learning environment for both patient and student. **When working with animals students must be directly supervised by their clinical supervisor.**

The diagnostics, treatment or surgery performed in the clinical setting is the domain of the veterinarian and veterinary medical team. If while students are working with patients they perceive undue pain or distress from the procedure they are expected to report this condition to the Clinical Supervisor and/or attending veterinarian. Appropriate treatment or termination of the procedure should be pursued. Prescribing proper pain relief or sedation for patients is at the discretion of the attending veterinarian.

Also, student attempts allowed per patient remains in the hands of the Clinical Supervisor and/or attending veterinarian. Excessive repeated attempts are discouraged.

The use of student or clinic animals for student teaching must be supervised and approved by the Clinical Supervisor. Students must take the initiative to plan ahead for their learning and to meet assessment deadlines to eliminate the incidence of using animals that are not clinical patients. **Overuse of animals for assessment tasks or for nonprescribed treatments must be avoided.**

## **Animal Use and Clinical Training Complaint Resolution**

Any individual wishing to file a complaint with Moraine Park regarding animal use or noncompliance of the clinical training site must submit a complaint in writing to program officials using the form in Appendix B. Program officials will immediately contact all parties and determination will be made of the appropriateness of the complaint. The program official must respond to the written complaint within five business days from the time the complaint was received. Complaints may be forward to the MPTC Institutional Animal Care and Use Committee (IACUC).

### **Probation**

Clinical supervisors or program instructors may determine that a student is not performing satisfactorily during clinical courses. Program instructors will meet with clinical supervisors and the student to establish possible causes for the concern. Clinical supervisors and instructor will determine a strategy to help the student modify the behaviors or study practices to improve performance. Additional college resources may be included in the plan.

Remedial action may include but is not limited to counseling the student via telephone, visiting the clinical site to counsel the student, formal probation or dismissal from the program.

### **Dismissal from the Clinical Site**

In the event the clinical site dismisses a student, the student will leave the site immediately and contact the Moraine Park Program Director or Dean. Students may not contact the clinical site without permission of program officials. The clinical site must have proper documentation for such an action including the Incident Form found in Appendix B.

If the clinical site requests program officials to notify the student of dismissal, program officials will notify the student as soon as possible.

Program officials will determine, through interviews of the clinical site and student, the appropriate actions necessary that may include, but are not limited to:

- No action
- Counseling
- Placement at a different clinical site if one is available
- Removal from the clinical site
- Probation
- Suspension
- Dismissal

# Clinical Site Orientation

Clinical supervisors should orient students to the practice setting. Issues to be covered are:

- Fire safety (placement of fire extinguishers)
- Radiation safety
- Legal handling of controlled substances
- Building security
- Location of safety equipment
- Location of MSDS sheets
- Personal health and hygiene

**Students are required to adhere to all clinical safety regulations and procedures. Failure to do so is grounds for probation or dismissal from the Moraine Park Veterinary Technician program.**

## **Student assessment**

Clinical supervisors will assess a student's practice of clinical tasks using the scoring guides included in the course logbook. Clinical sites will be provided logbooks. Videoed tasks will be assessed by Moraine Park Veterinary Technician faculty and students will receive separate instructions for submission.

## **Incident reporting**

In the event of an incident involving a student during clinical training, the Clinical Supervisor must forward a legible copy of the incident report to Moraine Park Veterinary Technician program Dean. The Incident Form is provided in Appendix B.

An incident may be an occurrence that involves a student injury, animal use, student involvement during a patient/staff injury and/or failure to follow clinical site protocol

## **Confidentiality**

All student records shall be maintained in accordance with the provisions of the Federal Family Educational Rights and Privacy Act of 1974 (FERPA).

All student records accumulated during the program are considered confidential. The contents of a student's file are not revealed to any unauthorized person without the student's knowledge and written consent. Students may review, in the program official's office during regular office hours, any records that pertain to them. Any records maintained by the clinical affiliates concerning individual students are subject to the same considerations regarding confidentiality, security and availability.

**The student must maintain the confidentiality of any and all personnel, procedures, policy, patients and clients in the clinical setting. Breaking this confidentiality may be grounds for dismissal from the clinical site.**

## **Remuneration**

Any financial agreement between the student and the clinical site is determined by those parties. Those clinical sites that choose to make a contribution to support the student's educational needs may purchase a gift certificate at the Registrar's Office of Moraine Park Technical College. This gift certificate may be used by the student for tuition, fees and/or books and supplies at the Moraine Park Bookstore. A gift card, which is valid for any merchandise (including books and supplies) at the Moraine Park Bookstore, may be purchased at MPTC bookstores.

## **Health and Safety Concerns**

Participation in this educational program may present medical risks to students. Students are strongly advised to obtain from the College whatever additional information they or their medical providers reasonably need to properly evaluate the risks of participation in the program. Students are not required to inform clinical sites or college faculty or staff of medical conditions. It is the student's responsibility to receive and take steps to assure their health. Any aspect of clinical education that is not attainable, due to disclosed circumstances, must be completed at a later date to meet program competencies. Each situation will be dealt with on an individual basis. The specifics of each clinical site's policy will be observed after a medical condition is disclosed.

### **Assumption of risk**

All Veterinary Technician program students may encounter animals or situations which may result in traumatic injury and/or expose them to infectious agents which cause disease. In addition, students are exposed to ionizing radiation (e.g. X-rays), volatile anesthetic gases, and chemical substances which may cause bodily harm. By enrolling in the Veterinary Technician Program, students voluntarily accept these risks exist and assume the responsibility to act safely and responsibly at all times.

## **Bloodborne Pathogens**

All Moraine Park Veterinary Technician pre-core students are required to complete bloodborne pathogen training prior to entering the program.

### **Accidental exposure to bloodborne pathogens:**

If an accidental exposure should occur, the student must:

- ✓ Immediately notify the clinical supervisor.
- ✓ Follow the clinic protocol for the incident.
- ✓ Submit a copy of the signed Incident Form to Moraine Park Veterinary Technician Program Dean.

### **Pregnancy**

Participation in this educational program presents additional risks to pregnant students. Therefore, pregnant students are strongly advised to obtain from the program and College whatever additional information they or their medical providers reasonably need to properly evaluate the risks of participation in the veterinary technician program. This may necessitate delaying certain clinical courses.

**Rabies**

The level of risk for rabies exposure is dependent upon the geographical location of the clinical site, the type of animals to which the student is exposed, and the degree of contact with animals potentially carrying the rabies virus. The Veterinary Technician Program student should be aware that all students enrolled in the Moraine Park Technical College Veterinary Technician Program are highly encouraged to obtain the initial rabies immunization series. The student is expected to consult with, and be advised by, his/her physician and appropriate public health authorities regarding rabies immunization.

**Tetanus**

If a student has never received tetanus immunization, the student should receive such immunization as advised by his/her physician. If the student has had the initial series, but the last booster was received more than 5 years ago, the student should seek advisement from his/her physician regarding receiving a booster immunization.

**\*\*Students are encouraged to discuss any health or safety concerns with the Program Director \*\***

## **Moraine Park VT Program Director Responsibilities**

The responsibilities of the Veterinary Technician program director are to:

- Orientate clinical supervisors and designated staff to the VT program's academic and clinical education mission, objectives and goals.
- Ensure student orientation to policy and procedures as well as safety procedures.
- Provide regular feedback to the student.
- Demonstrate knowledge of program goals, clinical objectives, and clinical evaluations.
- Perform clinical progress and competency evaluations for students.
- Recognize and document student's outstanding performance and incident reports.
- Exhibit a positive professional attitude and good communication skills toward students and the teaching process.
- Participate in continuing education to improve and maintain competence in evaluation and professional skills.
- Communicates with clinical supervisors regarding student progress, strengths, and weaknesses.
- Perform problem resolution, as needed.
- Maintain confidentiality in accordance with the College policy.
- Participate in the student selection process of the clinical site.
- Review, sign, and maintain effective student records.
- Serve as a liaison between Moraine Park and clinical site as necessary.
- Implement and promote diligent compliance with policies and procedures.

## Student Responsibilities

Attendance is mandatory. Unjustified absence and tardiness are not qualities that employers appreciate or tolerate in their employees. The clinical setting is a place of business; therefore the student's absence can impact the daily schedule of the veterinary practice. Consider the clinical course similar to paid employment and attend "class" during the time arranged with your clinical supervisor.

Absences will be considered justified and excusable only in extenuating circumstances such as emergencies, serious illness, or death in the immediate family. This will be left to the discretion of the Moraine Park Veterinary Technician program director. It is the responsibility of the student to notify, immediately, Moraine Park's program director, course instructor, and clinical site supervisor of any absence. The student must provide documentation pertaining to the absence.

All students are required to respect and follow all dress codes, clinical standards and procedures while at the clinical site.

Student nametags are to be worn at all times while at the clinical site unless clinic dress code states otherwise. A dress code for clinical courses is at the discretion of the clinical supervisor and a professional appearance must be maintained at all times.

No personal communication should be received or made while in the clinical site except for emergencies. Veterinary clinic telephones or other electronic communication devices may not be utilized for personal use but is at the discretion of the clinical site.

When enrolling at Moraine Park, **the student accepts full responsibility for all medical treatment and care and/or disability for any illness and/or injury incurred while on campus or at the clinical training site.** Neither the College nor the affiliated clinical training site is required to carry medical insurance or worker's compensation coverage on students. Moraine Park will not accept responsibility for medical or other costs incurred by sick or injured students while on campus or at the clinical training site.

The student is responsible for his/her own lodging and board during clinical training.

The expenses for which the student is responsible include but are not limited to:

- Room and board
- Transportation
- Meals
- Uniforms
- Health insurance
- Medical bills
- Learning materials
- Computer/internet/camera/tripod

A digital camera and tripod is required for clinical courses to provide proof of the student's mastery of clinical "hands-on" competencies. Cameras and tripods may be purchased in the MPTC Bookstore. **Students are encouraged to purchase the model of camera specified by the college to receive MPTC technical assistance for uploading video and picture files to MPTC servers.**

**Video or picture files produced for MPTC courses are instructional activities of the college and are the property of the college. These files are to be submitted for faculty assessment only. Any other use not approved by the Registrar is student academic misconduct which is outlined in the MPTC Student Handbook. Students will face disciplinary action for misuse of these files.**

Other resources may be lent to program students as needed. These resources may be recalled at any time. Students will be assessed charges and/or have a hold placed on their student records until program resources are replaced or returned to MPTC. Replacement value will at the discretion of MPTC. Clinical sites are encouraged to assist the student in securing college resources when not in use.

## Examinations

**All examinations for the program are online and proctored at a testing center.** Testing centers may be public libraries or other colleges, but not clinical sites. The student will submit the digital file of the proctor form in the designated area of the course by the due date. The proctor form must be submitted before the course instructor will accept the exam. Please see Appendix A for further information. No exams will be accepted if the clinical site or supervisor is used for proctoring.

Students and proctors must follow the directions, along with items allowed or excluded on the launch page of the exam. Exams are timed and students will be denied access to the exam by the computer when time expires. Please be aware of the remaining time during the exam.

Students must make arrangements to take proctored exams before the due date. The proctor must complete the form with beginning and ending times, signature, and stamp. A stamp may be an address stamp, business card or embossing stamp. Remember that it is the student's responsibility to schedule taking the exam early enough to meet the deadline. The original proctor forms are mailed to the instructor at the end of the semester. Refer to Appendix A. Academic honesty, as outlined in the MPTC Student Handbook, is required.

## Video Recording Guidelines

Videos are an important part of your clinical courses. To successfully submit them follow these guidelines:

1. Prepare for each video by diligently completing the associated learning activities. Carefully read all portions of the Performance Assessment Task. This includes the directions **and** the scoring guide. You will have practiced this task with your clinical supervisor at least once but rereading the directions and scoring guide will help you to correctly cover all aspects of the task.
2. Before you begin the task state your name and what procedure you are performing.
3. Talk us through the procedure. This will help the faculty to know that you understand the sequence of the procedure. If you are performing a fecal smear, you may say, "I am mixing a small amount of the fecal sample with a drop of saline. I'm mixing them thoroughly to make an even smear which is thin enough to read on the microscope." This shows that you understand each step of the process.
4. **Whenever possible** use the tripod to produce your video. For some tasks you will need assistance. An example would be venipuncture. During the procedure, someone will need to zoom in to show that you have blood in the syringe.
5. **Self-assessment is an important part of the learning process. Review your video against the directions and scoring guide. Assure that you have met the criteria before you submit the assessment. Failure to meet all criteria will require a redo. Refer to the redo policy in the Guidelines and Information area of the course.**
6. Questions should be addressed with the course instructor.

## APA References

Student will be required to write papers utilizing APA format in program courses. No references 10 years or older or .com web pages are allowed unless approved by the instructor.

## Electronic Submissions

The file format that you use for submitting assessments is very important for compatibility between your computer and the instructor's computer. Only the following file extensions will be used for assessment submissions.

<b><u>File format</u></b>	<b><u>Extension</u></b>
Adobe Acrobat	.pdf
Digital photos	.jpg
MS Word	.doc or .docx
Video files	.avi or .mov

**The student is responsible for all of the policies within this document and the MPTC Student Handbook.**

## Appendix A

# W

### hat is a proctor site?

---

A proctor site is a place where a student goes to take a test in a safe, controlled environment under the supervision of a responsible adult. MPTC Vet Tech exams are in the on-line format and a computer with hi-speed internet access is required. Students may be proctored at libraries, schools or churches but not all libraries, schools or churches offer this service. You need to establish a site's willingness to participate as a proctor site as well as their restrictions well in advance of your first exam. Work sites, relatives/friends, and clinical sites cannot be used as a proctor site.

# Q

### uestions to ask a potential proctor site.

---

Name of possible proctor site.			
Do you proctor on-line exams?			
Do you have hi-speed internet access and/or Wi-Fi?			
What are the days and times that this service is available?			
Do I need to make a reservation?			
Is there a time limit for using a computer for a test?			
Are you willing to sign the student's proctor form and provide proof of the proctor site's participation by affixing a unique stamp (business seal, "This book belongs to the XXX Library") or business card to the proctor form?			
Is there a fee for proctoring services?			
Do you have a scanner to use to make a digital copy of the signed proctor form? (It needs to be digitally submitted to the instructor . Bring a thumb drive to capture the .jpg file. You may also make a copy of the signed proctor form with a digital camera.)			

## **I** **nformation to share with the potential proctor site.**

---

- Nothing will need to be printed at the proctor site.
- The student will provide the printed proctor form to be signed. It is the launch page for the exam.
- The student will provide a printed copy of the proctor form which includes information on what, if any study aids can be used (ex. calculators, notes, and books), the maximum time allowed for the exam, and the dates the exam is open. Proctors are asked to fill in the date, time the student started and finished the exam and the proctor's signature. Proctors are asked to provide some type of stamp, business card or embossed seal on the form.
- The computer will block access to the exam when time expires.

## **I** **nformation students need to know.**

---

- You need to refer to the launch page prior to making an appointment or traveling to a proctor site.
- You need to print a copy of the exam launch page prior to entering the proctor site.
- MPTC instructors have the option of using passwords to restrict access to exams. You need to know the password prior to traveling to a proctor site, if applicable.
- You are responsible for manipulating your work schedule, clinical schedule and personal life in order to take exams during the times the test is open and the proctor site is available.
- You are to attempt to contact your instructor immediately by email and by phone if you experience a technical problem taking the exam. (Keep the instructor's information handy.)
- Include your contact information with your messages. Realize the instructor may not be available to immediately assist you. (We do sleep and go to the grocery store on occasion.)
- Complete and submit the proctor form even if the exam was interrupted. Every time you take an exam you must provide a completed proctor form to the dropbox by the due date.

## **W**hy does the MPTC Vet Tech program use proctor sites?

---

- Proctor sites provide a safe environment with minimal distractions to take exams.
- The AVMA (American Veterinary Medicine Association) wants to insure the integrity of exams and students by having on-line exams proctored.

**Directions for completing the Incident Form:**

This form is to be used for any incident involving animal use issues and student injuries, as well as student or clinical misconduct.

Complete all information. Write in statements of fact as they happened. Use extra sheets if needed. Forward this form to the Moraine Park Veterinary Technician Program Dean. If warranted this matter will be forwarded to the MPTC Institutional Animal Care and Use Committee (IACUC).

After assessment of incident and any resolution or corrective action, the involved parties will be contacted. Moraine Park Technical College Veterinary Technician Program Dean may contact other college departments or outside agencies for resolution of the incident.

# Appendix B

## Moraine Park Veterinary Technician Program

### Incident Form

Please Print

Date and time of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Incident: (include all parties involved)

Resolution/action:

Signed: \_\_\_\_\_  
Print your name after the signature