

The Ontario Association of Veterinary Technicians

**Veterinary Technician / Technology Programs
Accreditation Process & Application Form**

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Section 1: Overview of Accreditation Process

Confidentiality

Each Participant in the Process must use utmost care and discretion in the handling of confidential or privileged information and other information not generally available to the public entrusted to them by reason of the Process. Such information shall not be used for personal benefit of family, friends or associates.

Standards and Accreditation Procedure

To receive the accreditation 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 accreditation 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 viewing facilities and interviewing staff and/or students.
- The inspection team will render its report to the OAVT Board-appointed Accreditation Committee.
- The Accreditation Committee will review results of graduates from the program on the Veterinary Technician National Examination (VTNE).
- The Accreditation 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 accreditation of the program for a three-year period; or
 - (b) provisional accreditation for a shorter period, with conditions to be fulfilled (with the possibility of a second site visit); or
 - (c) denial or revocation of OAVT accreditation
- The OAVT reserves the right to downgrade the unconditional accreditation 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 Accreditation 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 accreditation status. This procedure is described in greater detail in Section 3.

Criteria for Accreditation

In reaching a decision, the Accreditation Committee will be looking for *substantial* compliance with the accreditation 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 accredited. While leaving some aspects of the standard open to interpretation, it allows site visitors and accreditation committee members to apply human judgment rather than a rigid formula. Where necessary, the accreditation committee can refer to practice among other educational programs in Ontario or beyond to determine whether a given instance falls within normal range.

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 accreditation and report.
- If the College has undergone major changes to the program, a complete renewal application for accreditation 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
- required to submit the VTNE results of the last 3 years
- 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 accreditation 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 accreditation process will be paid by the applicants. Current estimates place these costs at:

- (a) Documentation review fee - \$350.00 (base fee plus HST)
- (b) Site inspection (2 days assumed) - \$2,500.00 (estimated)
- (c) Appeal fee - \$350.00 (base fee plus HST)

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

A program being accredited for the first time will be required to pay all costs as they are incurred. Thereafter, a program may opt to pay its fees and expenses on an equal billing program in advance (1/3 of expected costs per year). This is designed to accommodate programs which prefer to budget for an equal amount each year (as opposed to a large amount every three years).

Section 2: Standards

OAVT Standards for Accreditation 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.
3. Programs must provide accurate information to students upon enrollment and during the course of study related to student policies and procedures, structures and requirements.

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 provide each student with access to adequate learning and evaluation opportunities for each component of the program to ensure that all required competencies are attained.
2. The program map must indicate a minimum of 1500 formal instructional hours.
3. The instructional hours must be divided as follows:
 - a. theory 50 – 75%
 - b. laboratory/practical 25 – 50%
4. The laboratory/practical aspect of learning must not be mere observation; students must actually perform the procedures being taught.
5. The program must include an externship (on-the-job training) of at least 10% of the instructional hours. Any education and evaluation while on externship must be clearly defined, written, communicated and fulfilled.
6. Students must be required to take responsibility for husbandry of on-site animals used in the program.
7. The program must graduate students who have achieved an understanding of the major domains of veterinary technology as determined by the OAVT/ VTNE. Students must have the ability to carry out tasks within those domains, with some supervision in the workplace while adapting to the employment. Graduates require critical thinking ability to recognize when further support is needed.
8. The Vocational Learning Outcomes authorized by the Ministry of Training, Colleges, and Universities must be adhered to and documented for each student.
9. 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 practiced 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.

ANESTHESIA AND ANALGESIA– understand the indications, advantages, disadvantages, effects on the body and the associated adverse side effects of the commonly used pre-anesthetics and IV, IM, inhalation and anesthetic agents. Describe the stages and planes of general anesthesia and the parameters used for monitoring during anesthesia. Be familiar with the parts of gas anesthetic machine and how to use them, including precision vaporizers, and the advantages and disadvantages of re-breathing and non re-breathing systems. Understand the important concepts of analgesics, muscle relaxants, assisted and controlled ventilation, fluid therapy and monitoring acid-base balance and proper oxygenation. Recognize anesthetic emergencies and be familiar with resuscitation procedures as needed and with pain management protocols.

- Calculate and safely administer analgesics and anesthetics
- Induce and maintain general anesthesia
- Monitor anesthetized animals safely and accurately using clinical signs and current monitoring equipment

ANIMAL BEHAVIOUR AND WELFARE – know the chronological order of behavioural development and social behaviour. Recognize normal and abnormal behavior patterns. 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.

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. Be familiar with coagulation and serological tests.

EMERGENCY AND FIRST AID – describe triage, how to monitor respiratory, cardiovascular, renal and neurological status of the emergency patient. Have knowledge of 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 – apply the legal and ethical aspects of the veterinary profession and how it relates to veterinary technicians/technologists to provide high quality patient care. Understand the role of the veterinary technician in veterinary medicine. (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, basic animal care procedures, behaviour, restraint and handling, emergency and critical care, anesthesia and surgical techniques and nutritional requirements. Describe non-infectious, infectious diseases and parasites of various exotic species.

Knowledge and exposure to the following:

- Physical examination and collection of objective data
- Oral dosing and parenteral injections –subcutaneous, intramuscular, intravenous and intraperitoneal
- Collection and analysis of blood samples
- Anesthetic and recovery procedures

GENETICS – know the definitions and principles of genes and their crosses, inheritance, chromosomal abnormalities, types and lethal genes, genetic engineering, embryo transfer, common current technologies 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 and apply the practical and theoretical aspects of the characteristics; handling and breeding, signs of illness, pain and distress, health and housing conditions; research uses and regulations; injectable drug protocols, sites and volumes for injections and samples of: mice, rats hamsters, gerbils, rabbits and guinea pigs.

Knowledge and exposure to the following:

- Restraint and determination of sex
- Administration of medication, oral dosing, and collection of blood samples
- Anesthetic and recovery procedures
- Oral health of laboratory animals

LARGE ANIMAL NURSING – understand the practical and theoretical aspects of physical examination and normal values, common diseases and illness and the technician's 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; have knowledge of 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 and abbreviations for all curriculum subjects and have an understanding of their etymological origins.

MICROBIOLOGY AND MYCOLOGY – understand the practical and theoretical aspects of microscopic organisms including: equipment needed, various bacterial and fungal media. Collect specimens, identify gram-positive and gram-negative bacteria, identify dermatophytes and 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 common internal, external and blood parasites.

- Perform fecal flotation, sedimentation, centrifugation and direct smear
- Identify heartworm using antigen kit, direct, filter or Knotts test

PERSONAL AND PROFESSIONAL MANAGEMENT SKILLS – describe techniques that involve: orientation to veterinary technology, increased interpersonal skills and client communication and education; veterinary office management, economics and business practices; elementary computer skills; personal and career management techniques; marketing strategies; value of professional organizations; life-long learning concepts; and technician utilization and concepts of team health care provision and dynamics.

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

PHARMACOLOGY – understand pharmacological terminology, pharmacokinetics, and the basic classifications and general characteristics of drugs. Knowledge of safe and effective administration to patients by understanding withdrawal times and problems with incorrect administration. Be compliant with and aware of regulatory guidelines and legal requirements with regard to handling, storage and record keeping of narcotic drugs. Have a basic understanding of common drugs used, their major effects and contraindications.

- Read and fill prescriptions and dispense and explain prescribed drugs
- Perform inventory control
- Reconstitute vaccines and prepare medications

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

- Safely and effectively produce diagnostic radiographs of various positions and animals

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 small and large 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, chute or stocks

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, and establish and maintain appropriate sanitation and nosocomial protocols
- Operate and maintain autoclave

SMALL ANIMAL NURSING – understand and apply the practical and theoretical aspects of physical examination and normal values, fluid therapy routes and drug administration, blood collection and transfusion, ECG, anal sac expression, enemas, bandaging, husbandry and basic grooming, species and breed identification, permanent identification, sex determination, common diseases and illnesses, preventative medicine, wound therapy, physical therapy, euthanasia and necropsy techniques.

- Perform parenteral injections – venipuncture (cephalic, jugular, saphenous), subcutaneous, intramuscular, intradermal and intraperitoneal
- Place IV catheter – cephalic, saphenous and jugular veins
- Give oral medication – pilling and dosing, gastric lavage, nasogastric intubation
- Collect urine – urinary catheterization and cystocentesis
- Apply bandages and splints
- Complete nail trims, enemas, express anal sacs; collect skin scrapings; clean and medicate ears; assist in ocular diagnostic tests and apply eye medication
- Follow critical care and emergency protocols
- Assist in necropsy and collect specimens

SMALL ANIMAL NUTRITION – explain the six basic nutrients and their role in supporting life. Understand and calculate a companion animal's maintenance energy requirements based 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 obesity, critically ill patients, FLUTD and other nutritionally related conditions. Be familiar with substances that can cause toxicity. Understand the components of a pet food label and help pet owners make an educated decision on which food to feed.

SURGICAL NURSING- assist in full patient management during common surgical procedures. Perform as surgical assistant or circulating technician. Apply correct surgical scrubbing, positioning and operating room conduct. Provide postoperative care and post-surgical clean-up.

SURGICAL PREPARATION AND INSTRUMENT CARE – recognize common and specialized surgical instruments, needles, suture material, and their intended use of common surgical procedures in small and large animals. Perform proper instrument care and pack preparation for sterilization. Use aseptic technique for surgical preparation of patient and surgical site.

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 cytology samples. Determine proper maintenance and quality control of laboratory instruments and equipment.

- perform CBC including hemoglobin, total protein, PCV, red and white blood cell counts
- perform microscopic exam of blood film to determine cellular morphology, estimates and hematologic indices
- perform urinalysis (sediment, physical, and test chemical properties)
- collect, prepare and evaluate ear cytology; perform fine needle tissue aspirates impression smears and bone marrow evaluation
- collect, prepare and evaluate vaginal smear
- perform semen evaluation
- collect milk samples and perform mastitis testing

VETERINARY DENTISTRY – recognize normal and abnormal dental structures, conditions and lesions, causes and stages of gingivitis and periodontitis. Understand the principles of dental radiography.

- Perform complete oral health care assessment and treatment (COHAT), including dental charting.
- Maintain and use ultrasonic scaler and polisher
- Maintenance and use of dental hand instruments
- Develop a home care program including client education.
- 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 and SAFETY – define bacterial, viral, parasitic, and mycotic zoonotic diseases and their etiology, symptoms (human and animal), transmission, diagnosis, treatment, prevention and control. Be familiar with occupational safety, including WHMIS 2015 training and appropriate disposal protocols for hazardous materials. Ensure patient & personnel safety in all areas of the facility.

Part C – Faculty

1. The teaching faculty must include at least one full-time equivalent (FTE) Registered Veterinary Technician (RVT) registered with the OAVT.
2. The teaching faculty must include at least one full-time equivalent (FTE) veterinarian (DVM) licensed in the province of Ontario.
3. The Program Coordinator or equivalent must be:
 - A full time employee of the college.

- A Registered Veterinary Technician (RVT). Where this is not possible the program coordinator may be a veterinarian who is licensed in the Province of Ontario and proficient in the field of veterinary technology.
4. Faculty must have relevant professional registration or academic qualifications, as well as current and relevant experience and training, to support student learning and to ensure competency attainment.
 5. 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 and delivery method.
 6. Policies must be in place to evaluate faculty regularly, to provide adequate time for course development, preparation, student evaluation and assistance, and 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.)
 - Good repair
 - Emulate contemporary veterinary facilities
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. Teaching animals that are housed in the facility property must be cared for according to the standards prescribed by the *Animals for Research Act* and a current Certificate of Good Animal Practice must be held by the teaching facility.
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 must have policies in place which comply with all government, college and industry regulations and guidelines to provide safety for students, all personnel in the program and for the animals.
5. 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.
6. Where students work in a private clinic as part of their program, the arrangement must not diminish the educational content of the experience
7. The program must demonstrate appropriate involvement in community activities.
8. The program must promote obtaining the Registered Veterinary Technician title.
9. The program shall prepare and support students to successfully complete the VTNE.
10. The program must have in place appropriate academic standards and a key performance indicator system for students.
11. The college should promote all students to write and pass the VTNE, which enables comparisons to be made with other graduates in the province.
12. The program must maintain course outlines that reflect the objectives, competencies and evaluations of the courses and that are available to prospective and current students.
13. The program must maintain a placement office for graduating students that keeps statistics on employment placement of graduates.
14. The program must disclose to the public the current status of OAVT accreditation.
15. The program must have a Program Advisory Committee/Council that meets a minimum of once per academic year and is representative of a variety of fields in the profession of veterinary technology.
16. The program must provide reasonable access to its students by representatives of the OAVT for the purpose of distributing information about the Association.
17. The Ontario Ministry of Training, Colleges and Universities Vocational Learning Outcomes are followed and documented.

Section 3: Procedures

Application

1. Programs will be required to submit a written application for accreditation to the OAVT office. To ensure no gap in the accreditation status, please submit one copy in digital format of all of the application and supporting documentation, no less than 90 days before the expiry of the current term of accreditation, or on a date specified by the OAVT.
2. Programs which are currently accredited by the CVMA, must complete the OAVT Application Form in addition to submitting copies of their (current or most recent) CVMA application, the report of the CVMA Accreditation Committee, plus all relevant supporting documentation, to the OAVT office and a copy of the follow up report

from the college to the CVMA indicating the corrections taken to address critical, major or minor recommendations

3. 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.

College Accreditation Committee

1. The OAVT Directors will appoint a College Accreditation Committee of 1 Director, a maximum of 4 members of the corporation in good standing who are not OAVT Directors, and 1 veterinarian to evaluate and decide on all applications and results of site visits.
2. One of the members of this committee shall be appointed by the Board of Directors as Chair.
3. Upon receiving a complete application, the Committee will review the application thoroughly, and contact the college to arrange a site visit.
4. After the site visit, 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;
 - 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
 - no member of the committee shall be currently employed by an OAVT accredited educational facility, or an educational facility seeking accreditation
 - no member of the committee shall be a current employee or contract employee of the OAVT
3. During its visit, the site visit team shall inspect facilities and resources, 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
- stipend as per the OAVT stipend policy

It is anticipated that site visit costs will be approximately \$2500.00.

7. Following the visit, the team shall submit its written report to the Accreditation Committee.

Accreditation Report

1. The Accreditation 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 Accreditation Committee's decision may be any of the following:
 - (a) Full accreditation of the program for a three-year period; or
 - (b) Conditional accreditation, with conditions to be fulfilled (with the possibility of a second site visit); or
 - (c) denial or revocation of OAVT accreditation
3. The Accreditation 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 accreditation, 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 Accreditation Committee may review the accreditation status and, at its discretion, take such action as it deems advisable.

Appeal

1. An applicant may appeal a decision of the Accreditation Committee to the OAVT Board.
2. An appeal may be made on one of the following grounds:

- (a) That the Accreditation Committee failed to conduct an adequate investigation of the program's compliance with the accreditation standards; or
 - (b) That the decision of the Accreditation 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 \$350.00.
 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 accreditation 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 accreditation 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 accreditation is subsequently granted, the decision of the Accreditation 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 Accreditation

Report Completed By: _____

Official Position: _____

Date: _____

Name of Program: _____

Name of Institution: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

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: _____

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.

I. Introduction and Objectives:

- a. Please provide a brief history of the program.
- b. What organizations accredit the program?
- c. Are there any recommendations from your last OAVT accreditation that remain outstanding? If so, please describe.
- d. What is the college and program mission statement?
- e. State the major and secondary objectives of the program.
- f. To what extent are the objectives being met?
- g. What measures are being taken to meet the objectives more fully?
- h. Highlight program achievements and developments since the last OAVT accreditation.

II. Outcomes Assessment:

- a. What are the key performance indicators of the program and how are they monitored and analyzed? What is being done to improve the results? Attach copy of key performance indicators.
- b. What other measurable items are used to assess program performance and how is the data collected and used?
- c. Provide a detailed current record of the scores of the VTNE examinations of the past three years including the results of each domain. How is the information used to improve the program?
- d. Please provide attrition information for the current and previous two program academic years, including the numbers who have graduated. Include attrition from entrance to beginning of second year and from enrollment until graduation for each cohort.
- e. Please include job placement statistics and employment rates for students for the last three years. How is this information taken into account to determine program effectiveness?
- f. How is the feedback from the program advisory committee/council used to improve the program?

- g. Is the current program budget sufficient to cover program requirements? If not, indicate what areas are not adequately covered and what changes would be needed to the current budget.

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 the dates of the last two advisory committee meetings and include a copy of minutes for both.
- c. Does your institution participate in the Ontario Veterinary Technician Educators meeting or other similar professional development? Please list names of representatives.
- d. Describe contacts with the public including high schools, potential employers, open houses, etc.

IV. Animals

- a. 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
<i>Companion</i>			
Dogs			
Cats			
Horses/Ponies			

Animal Type	Number Owned By The Program	Number Available For Use To The Program	Total Number Available Over the Course of the Year
<i>Production</i>			
Ruminants			
Swine			
Poultry			
<i>Exotic</i>			
Caged birds			
Guinea pigs			
Hamsters			
Rabbits			
Other (please specify)			
<i>Laboratory</i>			
Mice			
Rats			
Other (please specify)			

- b. How are the animals utilized in the teaching program cared for according to the standards of the *Animals for Research Act*? Include copies of the minutes of the last two animal care committee meetings, one example of an animal use protocol, a current GAP certificate and latest reports from OMAFRA and the CCAC. Include responses to deficiencies if noted.

- c. What is the student to animal ratio for all laboratories with companion animals, laboratory animals, ruminants, horses and birds?
- d. How are teaching models used in the program?
- e. If clinical services are provided to the public, how do they enhance the student learning experience?

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. Include a diagram and photographs of the facilities.
- b. How do classrooms, laboratories, animal holding areas and clinical facilities meet reasonable standards for proximity and accessibility to students from main buildings?
- c. If any facilities utilized for core instruction are located off campus (not including those used for externships or practicum), please state proximity to campus, accessibility to students and how they are utilized for instruction.
- d. Describe emergency preparedness or disaster plans that are in place.
- e. How is cleanliness and adequate condition of the buildings maintained?
- f. How are current standards for MSDS, WHMIS 2015, and the Occupational Health and Safety Act met?

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. Please complete the charts on the following pages.

<i>Instructional Equipment</i>	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
Camera		
Computers		
LCD projection equipment		
New teaching technologies (e.g. smartboard, re-susc-a-pet)		
Other (please specify)		
Specimens, models		
Small animal skeleton		
Large animal skeleton/limbs		
Models for teaching resuscitation, venipuncture, intubation, etc.		
Other (please specify)		
<i>Clinical Equipment</i>	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
Anesthetic machine- large animal		
Anesthetic machine- small animal		
Sevoflurane		
Isoflurane		

<i>Clinical Equipment</i>	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
Non-rebreathing system		
Waste anesthetic gas exhaust system		
Anesthetic masks		
Animal gurney or stretcher		
Autoclave		
Bathing and surgical prep equipment		
Cages complying with federal regulations		
Dehorner		
Dental instruments (manual)		
Dental instruments (machine)		
Doppler		
Electric clippers		
Electrosurgical equipment		
Electrocardiograph		
Emasculator		
Endotracheal tubes		
Esophageal stethoscope		

<i>Clinical Equipment</i>	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
Examination Tables		
Fluid therapy equipment Fluid pump Syringe pump		
Hoof trimmers		
Laryngoscope		
Multi-parameter anesthetic monitor		
Nail trimmers		
Narcotics locker		
Large animal obstetrical instruments		
Large animal dosing equipment		
Ophthalmoscope		
Orthopedic equipment		
Otoscope		
Small animal dosing equipment		
Stethoscope		
Surgical instruments, basic		

<i>Clinical Equipment</i>	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
Surgical lights		
Surgical suction		
Surgical tables		
Syringes, multiple dose		
Tourniquet		
Ultrasonic instrument cleaner		
Vaginal speculum		
Ventilator		
Warming device		
Other anesthetic monitoring equipment (please specify)		
Other (please specify)		
<i>Laboratory Equipment</i>	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
Centrifuge		
Clinical chemistry analyzer		
Differential blood counter		
Electronic blood counter		
Hand tally counter		

Laboratory Equipment	Number Owned by the Program	Number Available to the Program
Hemocytometer		
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 large animal		
Dental radiography unit		
Automatic film processor		
Aprons/Gloves lead lined		

<i>Radiographic Imaging Equipment</i>	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
Calipers		
Cassette holders		
High speed/rare earth screens		
Film identification markers		
Hand dark room and developing equipment		
Positioning devices Sandbags Troughs Foam devices Equine foot blocks Other		
Dosimeter badges		
Storage racks for gloves and aprons		
X-Ray viewer		
Lead thyroid collar		
Lead eyeglasses		
Other (please specify)		
<i>Large Animal Restraint Equipment</i>	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
Cattle chute		

<i>Large Animal Restraint Equipment</i>	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
Twitch		
Nose tongs		
Ropes		
Hog snare and hog board		
<i>Small Animal Restraint Equipment</i>	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
Elizabethan collar		
Restraint pole		
Muzzle		
Cat bag		
Towels and blankets		
<i>Laboratory Animal Restraint, Equipment and Supplies</i>	<i>Number Owned by the Program</i>	<i>Number Available to the Program</i>
Gram scales		
Anesthetic induction chamber		
Gavage tools		
Rabbit bag		

Laboratory Animal Restraint, Equipment and Supplies	Number Owned by the Program	Number Available to the Program
Rodent restraint devices		
Other (please specify)		

VII. Students

- a. Number of students presently in the program: _____
 First Year: _____ Second Year: _____ Third Year (if applicable): _____
- 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?

- d. What is the anticipated total cost for a student who is an Ontario resident to complete the program?
- e. What academic, counseling or other support is available for students?
- f. How are health and safety issues addressed?
- g. What policies are in place for students and faculty for protective rabies titre monitoring? Attach the policies.
- h. What formal, objective and published policies and procedures are in place in which to address academic concerns? Include a link or attach the policy.
- i. What are the grounds and procedures for cancellation or termination by either the student or the school?

- j. How are students made aware of accurate information on college, program and course requirements, special graduation conditions as well as additional disclosures that may arise? Are they required to sign any documentation stating their understanding?

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: _____. Provide a list of books presently in use.
- c. Number of periodicals regularly received by the library, specifically for veterinary technician/technology students: _____. Provide a list of periodicals presently in use.
- 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 Wi-Fi, space, personnel, equipment, and material available. Provide a listing of auto-tutorial and/or audio-visual programs presently in use.

- f. Are the library holdings current and adequate for the program?
- g. How do the syllabi or other methods encourage library 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: _____

- d. How are program personnel involved in student admission to the program?

- e. Are there admission requirements changes that could benefit the program?

- f. How are potential students given information regarding student policies and procedures, structures and requirements?

X. Faculty

- a. Please list the number of full time equivalent faculty and staff in the Veterinary Technician/Technology program. Note their credentials.

- b. Please list the names of part-time faculty and staff in the Veterinary Technician/Technology program. Note their credentials.

- c. Provide the following information for each faculty and staff member in the Veterinary Technician/Technology program:

Current Curriculum Vitae

Course name(s) and code(s) taught

Number of Teaching Hours per Semester

- d. Are there written job descriptions for full and part time personnel dedicated to the veterinary technician program?

- e. Provide a statement of college and program policy for:
 - 1. Professional growth and continuing education
 - 2. Sabbatical, other educational leave or leaves of absence
 - 3. Consultation or outside work by faculty
- f. How is teaching effectiveness determined?
- g. Is the program instructional staffing and clerical support sufficient for the program requirements? If not explain what is required?

XI. Curriculum

Please fill out the delegated tasks and curriculum topics below, attach a syllabus for each course and:

- a. Indicate the student hours involved in theory and labs and total hours for hours per week, weeks per semester, semesters per academic year, hours required for externship/field placement and the length of the program.
- b. Attach the course calendar and include the link to the website.
- c. How does the program ensure that all students complete and are evaluated in the essential tasks using clear criteria?
 - i. Please provide an example of standardized criteria used to evaluate student skills.
- d. What is the pass policy for the program and what are the requirements for graduation?
- e. What is the teacher/ student ratio in each of classroom lectures, laboratories, animal handling, clinical skills, animal care and field trips?
- f. What process is in place for externship/ field placement/ practicum? Include the documents required as part of the evaluation process. Indicate how students are monitored and evaluated while on their external experience.
- g. Are the externship/field placement agreements on file?
- h. Describe student hours and responsibility for on –site animal husbandry and care.
- i. How often and through what means is the curriculum process reviewed? Are there any changes being considered for curriculum revision?

Delegated Tasks and Curriculum Topics

Knowledge based skills or curriculum topics are designated in regular font.

Skills that are expected to be physically performed are indicated in italicized font.

Suggested but not crucial tasks are indicated as (S).

Students may complete those skills indicated as (GR) in a group with each member being an active participant in the completion of the skill.

Leave the line blank if the area is not included in the curriculum.

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
ANATOMY AND PHYSIOLOGY			
Describe the anatomy and physiology of the following body systems (listed below) in both small and large animals			
Describe the effects of disease on the following body systems (listed below) in both small and large animals			
• Skeletal			
• Muscular			
• Nervous			
• Cardiovascular			
• Central Vascular			
• Digestive			
• Lymphatic			
• Respiratory			
• Excretory			
• Reproductive			
• Endocrine			
• Integumentary			
• Senses			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/practical hours
ANESTHESIA AND ANALGESIA			
Describe the use of common pre-anesthetic agents, including indications, contraindications, effects, and adverse side effects			
Describe the use of common anesthetic agents (IV and inhalant), including indications, contraindications, effects, and adverse side effects			
Describe the stages and planes of general anesthesia			
<i>Obtain and interpret the parameters used for monitoring during anesthesia</i>			
<i>Demonstrate accurate assembly, use, and care of an anesthetic machine</i>			
Differentiate between various anesthetic breathing systems			
Describe the use of common analgesic agents, including indications, contraindications, effects, and adverse side effects			
Differentiate between assisted and controlled ventilation			
<i>Administer and maintain fluid therapy understanding the different types of fluids and administration available</i>			
Explain acid-base balance			
<i>Ensure proper patient oxygenation during anesthesia</i>			
Recognize anesthetic emergencies			
Explain resuscitation procedures			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
<i>Calculate accurate doses of analgesic, sedative, and anesthetic agents</i>			
<i>Administer analgesic, sedative, and anesthetic agents safely and via appropriate routes</i>			
<i>Induce and maintain general anesthesia</i>			
<i>Monitor anesthetized animals attentively and accurately utilizing both clinical signs and current monitoring equipment</i>			
ANIMAL BEHAVIOUR AND WELFARE			
Outline the chronological order of behavioural development and social behaviour			
Recognize normal and abnormal behaviours and behavioral patterns			
Describe methods of preventing, eliminating or modifying behavioural problems			
Describe the physical and psychological requirements of animals (eg. enrichment, grouping, stress management, etc.)			
Discuss animal welfare, animal rights, applicable laws, and the codes of conduct associated with all			
BREEDING, REPRODUCTION, AND NEONATAL CARE			
Define basic reproductive characteristics and cycles in small and large animals			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/practical hours
Describe the process of semen evaluation and the characteristics of viable cells			
Outline neonatal requirements in small and large animals			
Differentiate between various reproductive stages in small and large animals			
<i>Demonstrate an understanding of breeding and reproduction techniques and testing protocols (GR)</i>			
<i>Assist with artificial insemination (S)</i>			
CLINICAL CHEMISTRY			
Explain laboratory tests used to evaluate function of various physiological systems, and the significance of abnormal results			
<i>Perform common blood chemistry and serological tests</i>			
Describe common coagulation tests			
EMERGENCY AND FIRST AID			
Describe triage			
Explain how to monitor the vital signs of the emergency patient			
<i>Perform first aid and CPR on appropriate animal models</i>			
Describe the clinical signs, treatment, and monitoring of patients experiencing common emergencies			
<i>Apply established emergency protocols</i>			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
<i>Use an ambu-bag</i>			
<i>Maintain emergency supplies and crash cart</i>			
<i>Apply emergency splints and bandages</i>			
ETHICS AND JURISPRUDENCE			
Describe the legal and ethical aspects of the veterinary profession and how they relate to veterinary technicians/technologists to provide high quality patient care (Provincial Veterinary Medical Legislation Practice Act and OAVT By-Laws)			
Discuss the role of the Registered Veterinary Technician in veterinary medicine			
EXOTIC ANIMAL MEDICINE *			
Differentiate between avian, reptilian and mammalian anatomical and physiological systems			
Describe housing, nutrition, care, and husbandry requirements of common exotic animals kept as pets			
Recognize typical behaviours of common exotic animal species kept as pets			
<i>Restrain and handle caged birds, reptiles, amphibians and other small exotic mammals (S)</i>			
Outline emergency and critical care requirements and procedures in common exotic animals kept as pets			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
Describe anesthetic protocols in common exotic animals maintained as pets			
Describe common surgical techniques and monitoring requirements in common exotic animals maintained as pets			
Describe non-infectious, infectious diseases, and parasites of various exotic species			
<i>Collect objective data through physical examination and observation of exotic animals maintained as pets (GR)</i>			
<i>Administer oral dosing and understand avian tube feeding (S)</i>			
<i>Administer drugs and fluids using suitable sites and routes for each species (S)(GR)</i>			
<i>Collect biological samples for and perform laboratory procedures (S)(GR)</i>			
<i>Anaesthetize, monitor, and recover avian and exotic animals (S)(GR)</i>			
GENETICS			
Define the principles of genes and their crosses			
Describe inheritance, chromosomal abnormalities, types and lethal genes			
Discuss genetic analysis & engineering, embryo transfer, and artificial insemination			
Describe the function of the immune system through both innate and active immunological responses			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
IMMUNOLOGY			
Describe the process by which the body responds to viral invasion			
Describe antibody classes and their roles in the immune response, the types of adaptive responses, and hypersensitivities			
Differentiate between cell-mediated and humoral immunodeficiencies			
Describe the types, uses, and production of vaccines			
LABORATORY ANIMAL MEDICINE**			
Describe reproductive cycles and breeding practices in species commonly used for laboratory research			
Identify signs of health, illness, pain and distress in common laboratory animal species			
Outline housing and enrichment requirements for common laboratory animal species			
Discuss common research uses and regulations surrounding common species			
Explain municipal, provincial, and federal regulations and laws surrounding animal welfare in a research setting			
Outline common drug protocols, calculations, and sites of administration in common laboratory animal species			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
Recognize dental abnormalities and treatment in lab animals (GR)			
<i>Perform basic care and husbandry procedures</i>			
Determine the sex of common laboratory animal species			
<i>Perform oral dosing of applicable laboratory animal species (GR)</i>			
<i>Administer injections in common sites in laboratory animal species (GR)</i>			
<i>Collect blood samples from applicable laboratory animal species (GR)</i>			
Describe anesthetic protocols, monitoring, and recovery requirements in common laboratory animal species			
LARGE ANIMAL NURSING AND PRODUCTION ***			
<i>Obtain and identify temperature, pulse, and respiration of the equine and bovine</i>			
<i>Complete a thorough physical examination of equine and bovine species (GR)</i>			
Outline preoperative preparation and post-operative care of large animal			
<i>Describe anesthetic protocols, monitoring, and recovery requirements in large animals</i>			
Outline the procedure for jugular catheter placement, maintenance, and fluid therapy requirements in large animals			
Recognize typical behaviours of large animals			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
Describe appropriate restraint and handling techniques used for large animals			
Outline housing and husbandry requirements for various large animal species			
Discuss the Registered Veterinary Technician's role in large animal medicine			
<i>Perform jugular venipuncture on an equine (GR)</i>			
<i>Perform coccygeal venipuncture on an adult –bovine (GR)</i>			
<i>Perform jugular venipuncture on an adult bovine (GR)</i>			
<i>Perform jugular venipuncture on another adult ruminant (GR)</i>			
<i>Administer oral medication via dosing syringe to an equine</i>			
<i>Administer oral medication via balling gun to an adult ruminant</i>			
<i>Administer oral medication via dosing syringe to an adult ruminant</i>			
<i>Administer oral medication via a speculum and stomach tube to ruminant (S) (GR)</i>			
<i>Administer IM injections to an equine (GR)</i>			
<i>Administer IM injections to an adult ruminant (GR)</i>			
<i>Clean the sheath of an equine (S)</i>			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
<i>Perform venipuncture on swine ear and anterior vena cava sites (S)</i>			
<i>Apply equine leg wraps</i>			
<i>Apply an equine tail wrap</i>			
<i>Clean hooves of the ruminant and equine</i>			
Outline intra mammary treatment for mastitis			
Define common illnesses and diseases seen in large animals			
LARGE ANIMAL NUTRITION			
Describe how nutrients affect the feeding of large animals			
Describe basic nutritional requirements for various life and production stages			
Recognize the effects that environment and illness have on nutritional requirements			
Recognize common grains and forages			
Recognize nutritional supplements and additives			
Recognize substances that cause toxicity			
MEDICAL TERMINOLOGY			
Identify, interpret, and utilize pertinent medical terms and abbreviations for all curriculum subjects, and have an understanding of their etymological origins			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/practical hours
MICROBIOLOGY AND MYCOLOGY			
Describe the structure and function of various microorganisms, including common bacteria and fungi			
Outline the specific media and equipment required to identify microorganisms grown from testing samples			
<i>Collect characteristic specimens in a safe and appropriate manner</i>			
<i>Culture and identify common bacteria using a variety of testing methods</i>			
<i>Perform antibiotic sensitivity testing on common bacteria</i>			
<i>Differentiate between gram-positive and gram-negative bacteria</i>			
<i>Culture and identify common dermatophytes using a variety of testing methods</i>			
PARASITOLOGY ****			
List and accurately spell both common and scientific names of various internal and external parasites			
Describe the life cycle and transmission modes for various internal and external parasites			
Describe clinical signs/symptoms of infestation/infection by common internal and external parasites			
Outline treatment options and protocols for common internal and external parasites			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
<i>Perform various tests to identify internal parasites of different species</i>			
<i>Identify heartworm using antigen kit, direct, filter and/or Knotts test</i>			
<i>Identify various other blood parasites</i>			
<i>Collect samples and test for external parasites</i>			
PERSONAL AND PROFESSIONAL MANAGEMENT SKILLS			
Discuss the utilization of the Registered Veterinary Technician to maximize workplace efficiency			
<i>Demonstrate effective interpersonal skills</i>			
<i>Implement effective client communication and education, including making appointments, conducting telephone interactions, admitting, writing business correspondence, client education handouts, and marketing strategies</i>			
<i>Maintain complete medical records including patient records, surgical logs, and controlled drug logs</i>			
<i>Demonstrate elementary computer skills including utilization of common management software programs and familiarity with veterinary on-line services</i>			
Establish personal care (eg. dealing with compassion fatigue), career management techniques, and promote lifelong learning concepts			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/practical hours
Discuss the value of professional organizations			
Discuss concepts of team health care provision and dynamics			
PHARMACEUTICAL MATH			
<i>Convert numbers between different metric units</i>			
<i>Calculate dosages, dilutions, concentrations, and drip rates accurately</i>			
PHARMACOLOGY			
Utilize pharmaceutical terminology and abbreviations accurately			
Discuss pharmacokinetics and pharmacodynamics			
Identify the basic classifications of drugs and describe the general characteristics of each			
<i>Administer various drugs via appropriate routes</i>			
<i>Discuss and comply with legal requirements of handling, storage and record keeping of controlled drugs</i>			
Describe the indications, effects, contraindications, adverse side effects, and modes of administration of common veterinary pharmaceuticals			
<i>Read, fill and dispense prescriptions</i>			
Discuss the purpose, administration, and effects of prescribed drugs with clients			
<i>Perform inventory control</i>			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/practical hours
<i>Reconstitute vaccines and prepare medications</i>			
RADIOGRAPHY AND ULTRASOUND			
Discuss the scientific principles involved with radiography, sonography, computed tomography, and magnetic resonance imaging			
<i>Utilize stationary and portable x-ray machines safely and appropriately</i>			
<i>Apply recommended radiation safety procedures</i>			
<i>Produce diagnostic radiographs of various positions</i>			
<i>Formulate and follow technique charts (GR)</i>			
<i>Describe contrast media and studies and perform a common study (GR)</i>			
<i>Process diagnostic radiographs, maintaining quality control</i>			
<i>Complete radiographic records and logs accurately and completely</i>			
<i>Care for any ancillary equipment appropriately, and recognize faulty equipment operation</i>			
<i>Label, file and store film and/or digital images</i>			
Explain digital radiography			
Explain the basic physics of ultrasound, the ultrasound machine, the concepts of the final image, and artifacts			
<i>Use ultrasound equipment (S)</i>			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
RESTRAINT AND ANIMAL HANDLING			
Identify common behavioural characteristics and the danger potential in cats and dogs			
<i>Apply appropriate restraint methods to ensure safety of personnel, while minimizing stress on the animal</i>			
<i>Restrain dogs and cats on tables for various positions for examination and treatment</i>			
<i>Remove and return dogs and cats from/to cages or runs safely and appropriately</i>			
<i>Utilize Elizabethan collar, ensuring appropriate size selection</i>			
<i>Utilize cat bag</i>			
<i>Utilize safety muzzles, ensuring appropriate size selection</i>			
<i>Utilize restraint pole (GR)</i>			
<i>Halter, tie and lead horses</i>			
<i>Halter, tie and lead cattle</i>			
<i>Apply twitch to an equine (GR)</i>			
<i>Apply bovine tail restraint</i>			
<i>Load large animals (GR)</i>			
<i>Apply nose tongs / lead (S)</i>			
<i>Restrain sheep and swine (S)</i>			
SANITATION, STERILIZATION AND DISINFECTION			
Differentiate between methods of sanitation, sterilization and disinfection			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/practical hours
<i>Sanitize animal holding and housing areas appropriately</i>			
<i>Establish and maintain appropriate sanitation, sterilization, disinfection, and nosocomial protocols</i>			
<i>Operate and maintain autoclave</i>			
SMALL ANIMAL NURSING (both dogs and cats unless otherwise stated)			
<i>Complete a thorough physical examination</i>			
<i>Outline normal values of temperature, pulse and respiration</i>			
Differentiate between categories of fluids, types available, and indications for use			
<i>Administer and maintain fluid therapy</i>			
<i>Perform cephalic venipuncture</i>			
<i>Perform jugular venipuncture</i>			
<i>Perform saphenous venipuncture</i>			
<i>Administer subcutaneous and intramuscular injections</i>			
<i>Administer parenteral injections – intradermal and intraperitoneal (S)</i>			
<i>Place IV catheter in cephalic vein</i>			
<i>Place IV catheter in saphenous vein (S) (GR)</i>			
<i>Place IV catheter in jugular vein (S) (GR)</i>			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
<i>Administer oral medication in various formats</i>			
<i>Administer medication via gastric lavage</i>			
<i>Administer medication via gastric intubation (GR)</i>			
<i>Administer medication via nasogastric intubation</i>			
<i>Collect urine through urinary catheterization (GR)</i>			
<i>Collect urine via cystocentesis (GR)</i>			
<i>Collect voided urine samples</i>			
<i>Complete and interpret ECGs</i>			
<i>Collect, cross match and administer blood transfusion (S) (GR)</i>			
<i>Complete nail trims</i>			
<i>Administer enemas</i>			
<i>Express anal sacs of dogs</i>			
<i>Clean and medicate ears</i>			
<i>Apply eye medication</i>			
<i>Assist in performing diagnostic ocular tests</i>			
<i>Implant and locate microchips</i>			
<i>Locate permanent identification methods</i>			
<i>Follow critical care and emergency protocols</i>			
<i>Perform first aid and CPR (model acceptable)</i>			
<i>Use ambu-bag</i>			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
<i>Apply and remove bandages, splints (GR) and sutures</i>			
<i>Perform therapeutic and medical bathing of dogs and cats</i>			
<i>Perform standard husbandry procedures</i>			
<i>Perform routine record-keeping, care, and observation of hospitalized patients</i>			
<i>Perform appropriate nursing care of recumbent patient</i>			
Discuss common diseases and illnesses, and the importance of preventative medicine			
<i>Demonstrate common wound therapy management and abscess care (S)</i>			
<i>Clean up and prep wounds or abscesses (GR)</i>			
Differentiate between common physical therapy techniques, including indications for use (S)			
<i>Assist in euthanasia (GR)</i>			
<i>Assist in necropsy and collect specimens for shipping (GR)</i>			
SMALL ANIMAL NUTRITION			
Explain the six basic nutrients and their role in supporting life			
<i>Calculate maintenance energy requirements for companion animals, based on life stage</i>			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
Discuss why different nutrient levels change with each life stage and what effects excesses or deficiencies may have			
<i>Assist in the management of prevention of obese, critically ill and FLUTD and other nutritionally related conditions (GR)</i>			
<i>Outline the components of a pet food label</i>			
<i>Assist clients in determining the appropriate food selection for their pet</i>			
<i>Prepare feed and prescription diets</i>			
Discuss current nutritional developments/trends			
<i>SURGICAL NURSING</i>			
<i>Perform correct surgical scrubbing</i>			
<i>Position patients appropriately for common procedures</i>			
<i>Maintain asepsis in the operating room through appropriate conduct and procedure</i>			
<i>Assist surgeon through exchange of appropriate instrumentation and supplies</i>			
<i>Assist in care of exposed tissues and organs</i>			
<i>Provide postoperative care as required</i>			
<i>Complete post-surgical clean-up of the equipment, instruments and surgical area</i>			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
<i>Demonstrate proper disposal of hazardous medical waste</i>			
SURGICAL PREPARATION AND INSTRUMENT CARE			
Identify and explain the use of surgical instruments, needles, and suture material in common surgical procedures in large and small animals			
<i>Perform proper instrument care and pack preparation for sterilization</i>			
<i>Use aseptic technique for surgical preparation of the patient, surgical site and surgical suite</i>			
<i>Operate and maintain ancillary surgical equipment</i>			
URINALYSIS, HAEMATOLOGY AND CYTOLOGY			
Describe the practical and theoretical aspects of collection and analysis of urine and blood, as well as collection, staining and interpretation of cytological samples			
<i>Maintain and perform quality control of laboratory instruments and equipment</i>			
<i>Perform CBC, including hemoglobin, total protein, PCV, red and white blood cell counts</i>			
<i>Perform microscopic exam of blood film to determine cellular morphology, estimates and hematologic indices</i>			
<i>Perform a CBC with the use of an automated unit</i>			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/ practical hours
<i>Perform complete urinalysis (sediment, physical, and test chemical properties)</i>			
<i>Collect, prepare and evaluate ear cytology</i>			
<i>Perform fine needle tissue aspirates and impression smears</i>			
<i>Collect, prepare and evaluate common cytological samples (S) (GR)</i>			
<i>Prepare bone marrow specimens for evaluation</i>			
<i>Prepare laboratory samples for shipment</i>			
<i>Collect, prepare and evaluate vaginal smear</i>			
<i>Perform semen evaluation</i>			
<i>Collect milk samples and perform mastitis testing (GR)</i>			
VETERINARY DENTISTRY			
Identify normal and abnormal dental structures, conditions and lesions			
Describe stages, causes, and treatment of periodontal disease			
<i>Perform complete oral health care assessment and treatment (COHAT), including dental charting</i>			
<i>Perform routine dental radiographic imaging procedures</i>			
<i>Maintain and use ultrasonic or piezoelectric scaler and polisher</i>			
<i>Maintain and use dental hand instruments</i>			

Delegated Task/Curriculum Topic	Course Code and Name	Theory hours	Laboratory/practical hours
<i>Develop a home care program and educate the client on how to implement and maintain it</i>			
<i>Assist with dental extractions</i>			
VIROLOGY			
Describe the composition of a virus, the process of replication, and how to identify and classify common viruses			
Describe sample collection techniques of specimens and submission of samples			
Perform various diagnostic tests to identify common viral infections			
ZOOSES AND SAFETY			
Define bacterial, viral, parasitic, and mycotic zoonotic diseases, including etiology, symptoms (human and animal), transmission, diagnosis, treatment, prevention and control			
<i>Store, safely handle and dispose biologics, therapeutic agents, pesticides and hazardous wastes according to OHS and WHMIS 2015 guidelines</i>			

* Exotic animal species may include, but are not limited to reptiles, amphibians, fish, birds, sugar gliders, hedgehogs, ferrets, chinchillas.

** Laboratory animal species may include, but are not limited to rabbits, rodents, pigs, non-human primates, fish, chinchillas, frogs, ferrets.

*** Production and large animal species may include, but are not limited to horses, cows, pigs, goats, sheep, donkeys, alpacas.

**** Parasitology should encompass parasites (internal and external) which are representative of pathological concern and zoonotic potential in Ontario. This includes parasites that are commonly found in companion animals, large/production animals, laboratory species, and exotic animal species commonly kept as pets.