

Veterinary Assistant Training Program

Program Summary: Pets are part of our families, and if you love animals, there are few jobs more rewarding than a veterinary assistant. The Certified Veterinary Assistant (CVA) program consists of two courses:

- 1) CVA Basic Course, 35 lecture hours and 35 volunteer hours
- 2) CVA Intermediate Program, 120 lecture hours

By taking these courses, you will acquire the knowledge necessary to support the Veterinarian and Veterinary Technician in their daily tasks while learning basic and intermediate skills.

Course Fee:

- CVA Basic Course \$399 includes consumable supplies and course completion certificate.
- CVA Intermediate Program: \$1299 includes consumable supplies and course completion certificate.

Veterinary Assistant Costs beyond Tuition

- Set of scrubs (Navy Blue)
- One pair closed-toed, closed-heeled shoes
- Stethoscope
- Watch with second hand

Financial Assistance: Students who are eligible may use MyCAA benefits. Students with a need for financial assistance may contact Sallie Mae for a student loan. There is also a parent-initiated loan option available with Sallie Mae. We are listed as CTCD-Continuing Education on the Sallie Mae site, school code 00400398.

Community Job Survey: Average pay is \$11 per hour. Pet owners are becoming more affluent and more willing to pay for advanced veterinary care because many of them consider their pet to be part of the family. This growing affluence and view of pets will continue to increase the demand for veterinary care and cause the field to grow faster than average through 2026.

Certificate of Completion: Upon successful completion of the course will receive a certificate of completion within 2-3 weeks after class ends. See page 2 for complete CVA certification information.

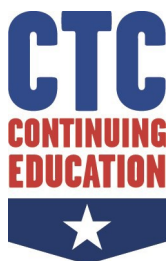
Course Schedule: Course is taught at an accelerated pace.

Program Requirements: Students must be 18 years of age at the time of enrollment. Students need to be proficient in keyboarding, have a basic understanding of a word processing computer program (Microsoft Word recommended, but optional) and have a command of English grammar and punctuation. Students will be required to have access to the Internet, printing capabilities and an email address.

Application packets must include:

- High School diploma/transcript or G.E.D or Official transcripts of higher education.

*Incomplete packets will not be accepted.



For more information to register visit us online at **www.ctcd.edu/ce**, call **254-526-1586** or walk-in to **Building 136, room 139.**

VTHT 1012 Basic Veterinary Assistant Summary: Pets are part of our families, and if you love animals, there are few jobs more rewarding than that of veterinary assistant. You will acquire the knowledge necessary to support the Veterinarian and Veterinary Technician in their daily tasks while learning basic skills. Learn about basic patient observation, record keeping, care and comfort, animal husbandry, sanitation, safety procedures and the roles and responsibilities of the veterinary team. At the end of this course, you will be able to describe safety, cleaning and disinfection procedures, bathing/dipping of patients, food and diet preparation, medical record entry, medicating techniques, and disease prevention. In addition to 35 hours of classroom instruction you are required to complete 35 volunteer hours outside of class. One hour is set aside for lunch on your own. (7 meetings) (3.5 CEUs)

Course Fee: \$399 includes consumable supplies and course completion certificate.

Goals and Purpose: Upon successful completion of course and volunteer experience, the student will receive a certificate of completion within 2-3 weeks from Central Texas College. This course is designed to prepare the student for an Intermediate Veterinary Assistant course.

Conditions for Repetition: If the student does not receive a 75% or higher in the course and complete 35-hours of volunteer experience he or she will not receive a Certificate of Completion. The student may repeat the class at their own expense. The volunteer experience log (showing 35 hours completed) must be turned in no later than 10 business days after class ends.

Outcomes and Objectives:

After successful completion of this course the student will be able to:

1. Display skill and confidence in interacting with animals and their owners.
2. Utilize veterinary medical terminology in speech and documentation.
3. Assist with veterinary exam procedures.
4. Assist with veterinary lab procedures.
5. Assist with veterinary medical imaging.
6. Perform kennel, cage, and stall maintenance.
7. Perform common and exotic animal restraint.
8. Assist with veterinary animal nursing
9. Assist with veterinary pharmacy and pharmacology.
10. Perform administrative duties necessary to the smooth operation of a veterinary office, such as scheduling appointments, handling billing and collections, and effective communication.
11. Discuss legal, ethical and professional standards.
12. Preparing for Employment

Intermediate Veterinary Assistant Summary: In this program, you will acquire the knowledge necessary to support the Veterinarian and Veterinary Technician in their daily tasks while learning intermediate skills. Learn about identifying slides, skin scrapings, and tape prep for mites, vena puncture, blood tubes and placing catheters. The program will educate veterinary assistants in the essential skills and knowledge needed to become effective contributors to the veterinary medical care team. Other topics include general veterinary assistant, veterinary medical imaging, surgical preparation and assistance, and veterinary pharmacy and pharmacology. One hour is set aside for lunch on your own. Classes must be taken as a cohort in the order in which they are offered. VTHT 1012 is a prerequisite to this program. TVMA Certification exam fees are not included in tuition. (24 meetings) This program consists of 120 hours of accelerated classroom training with emphasis on skills mastery through hands-on practice. (Total 120 Hours) (12 CEUs)

VTHT 1005 Veterinary Medical Terminology: Introduction to word parts, directional terminology, and analysis of veterinary terms. (Clock Hours/32, CEUs 3.2)

VTHT 1011 Veterinary Clinical Skills: Survey of basic veterinary and nursing care skills. Includes aseptic techniques and operating room procedures, and the roles and responsibilities of the veterinary team in a clinical setting. Describe common clinical procedures; read and fill prescriptions; outline surgical patient preparation procedures; and explain aseptic technique and disinfection, medicating techniques, laboratory procedures, radiology, and operating room protocol. (Clock Hours/40, CEUs 4)

VTHT 1017 Veterinary Office Management: Practical experience in management of the veterinary practice. Emphasis on client relations, record keeping, inventory, employment skills, and computer skills in the veterinary environment. Employ client and veterinary team communication; apply basic business principles such as the maintenance of medical records and computer skills; and demonstrate employment skills including interviewing, resume writing, and appropriate interview attire. (Clock Hours/48, CEUs 4.8)

Course Fee: \$1299 includes consumable supplies and course completion certificate.

Goals and Purpose: Upon successful completion of course and volunteer experience, the student will receive a certificate of completion within 2-3 weeks from Central Texas College. This course is designed to prepare the student for the TVMA Certified Veterinary Assistant Level I certification exam.

Conditions for Repetition: If the student does not receive a 75% or higher in the course. The student may repeat the class at their own expense.

Outcomes and Objectives:

After successful completion of this course the student will be able to:

1. Provide general veterinary assistance.
2. Perform veterinary exam procedures.
3. Perform veterinary lab procedures.
4. Understand veterinary medical imaging.
5. Perform kennel, cage, stall area care and maintenance.
6. Perform restraint on common and exotic animals.
7. Perform surgical preparation and assistance.
8. Assist with veterinary animal nursing.
9. Assist with veterinary pharmacy and pharmacology.
10. Perform practice and client relations.

Instructional Strategies:

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|---------------------------------|---------------------------------------|
| ⇒ Lecture | ⇒ Multimedia |
| ⇒ Large/Small Group Discussions | ⇒ Role Play |
| ⇒ Individualized Study | ⇒ Small Group Projects |
| ⇒ Skills Demonstration | ⇒ Independent Research |
| ⇒ Competency Check-off | ⇒ Workbook/Homework Assignments |
| ⇒ Practice under supervision | ⇒ Hands on practice under supervision |

Methods of Evaluation:

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| ⇒ Quizzes | ⇒ Final Exam |
| ⇒ Workbook Assignments | ⇒ Volunteer Experience Exam |
| ⇒ Competency Check-off | |

Textbook Ordering Information:

Certified Veterinary Assistant Level I Training Manual, Published and distributed by Texas Veterinary Medical Association. Textbooks are available for purchase at CTC Bookstore. Textbooks can be purchased on the www.tvma.org website for \$189.95 (plus shipping) for TVMA non-members and \$159.95 (plus shipping) for TVMA members. You may also contact Larisa Respondek via email at lrespondek@tvma.org for ordering assistance.

CENTRAL TEXAS COLLEGE
Notification of Live Animal Skills Training for
Certified Veterinary Assistant Courses

The Certified Veterinary Assistant program provides hands on lab experiences and volunteer activities that may include instructor demonstration and/or students performing basic skills and care of live animals. The program educates veterinary assistants in the essential skills and knowledge needed to become effective contributors to the veterinary medical care team.

These veterinary assistant skills procedures and volunteer activities may include observation, record keeping, care and comfort, animal husbandry, cleaning and sanitation, safety procedures, bathing/dipping of patients, food and diet preparation, medical record entry, anal gland expressing, medicating techniques and disease prevention, identifying slides, skin scrapings and tape prep for mites, venipuncture, blood tubes and placing catheters, veterinary medical imaging, surgical preparation, and assistance and veterinary pharmacy and pharmacology, etc.

Students who work with animals understand that they may need the following capabilities:

- Quick reflexes and ability to use both hands simultaneously (example: open cage door while handling animal) with levels of manual dexterity to leash/harness animals.
- Ability to walk unaided on uneven, rugged and sometimes slippery exercise yard and lawn areas (when walking dogs outdoors).
- Ability to bend and squat in order to leash/harness and pick up an animal as well as being able to stand for significant periods of time while walking dogs, and/or assisting the public.
- Have average vision to move safely around and in order to be able to observe animal body language without difficulty.
- Must have the ability to hear if animal is growling or making sounds indicating fear or pain.
- Must have the ability to speak (and effectively communicate verbally as well as in written form.)
- Must have the ability to handle and restrain animals of small to large size (up to 110 pounds) with extreme caution and care. (This requires average vision, hearing, steadiness of hands and body, quick reflexes, physical strength, and mental alertness.)
- Must be healthy enough to handle dogs, cats or other companion animals (that can't be managed by medication) and to tolerate chemicals used in grooming or cleaning.
- Must possess immune system strong enough to tolerate exposure to zoonotic diseases such as ringworm and mange.
- Must have the ability to follow instructions and procedures.
- Just be aware of potentially dangerous situations when working with the animals, must be able to remain calm with animals who are upset; behave sensitively and confidently; show good judgment and act appropriately in these situations.
- Treat all animals, volunteers and staff with respect and will work as a team member.

Students who work with animals agree to the following:

- I have not been convicted of any crime against animals or children or a crime violent in nature.
- I will abide by all CTC policies and procedures and follow the directions/instructions of the instructor and staff.
- I understand the possible risk of bringing home illnesses from the live animals to personal pets or vice versa and must have current vaccinations for my pets at home.
- I authorize CTC to seek emergency medical treatment for me (or my child if student is a minor)

in case of accident, injury, or illness.

- If I fail to abide by the terms of this agreement or am otherwise unable to meet the requirements of the Veterinary Assistant program, which are subject to change by Continuing Education from time to time, I understand that I will be terminated from the program.
- I agree to the Continuing Education Veterinary student Code of Conduct. Should I display unprofessional, dishonest, disrespectful behavior or exhibit a lack of self-discipline, I will be asked to leave class for the remainder of the day.

As a Veterinary Assistant Student, I pledge to:

Respect myself, others and live animals, keep safety in mind at all times, to communicate with staff, other volunteers and the public in a polite and professional manner, guard the welfare of all animals at all times.

I hereby expressly do for myself, my child, heirs, assigns, and personal representatives waive, release, and discharge CTCD, its Officers, Directors, employees, Trustees, volunteers and agents from and against any and all claims, demands, actions, lawsuits or causes of actions, including negligence, that may arise as a result of any acts, or failure to act, causing property damage, personal injury or death as a result of my (and my child's, if student is a minor) participation in the Veterinary Assistant program and any and all activities undertaken as an adjunct thereto, including but not limited to motor vehicle activities, incidents and transportation whether provided by CTCD, Student or another.

I also hereby expressly agree to hold harmless, and indemnify CTCD, its Officers, Directors, employees, Trustees, volunteers and agents from and against any and all claims, demands, actions, lawsuits or causes of actions, including negligence, that may arise as a result of any acts, or failure to act, causing property damage, personal injury or death as a result of my (and my child's, if student is a minor) participation in the Veterinary Assistant program, and any and all activities undertaken as an adjunct thereto, including but not limited to motor vehicle activities, incidents and transportation whether provided by CTCD, Company or another.

My signature shows that I am aware that I (or my child if student is a minor) will have contact with live animals. I am also aware that live animals can be unpredictable and that by signing this document I am giving up legal rights. I further acknowledge that I have been given sufficient opportunity to discuss this release with a legal representative of my choice should I so choose. My signature below signifies my understanding and agreement to be bound by the terms herein.

Student signature _____ Date _____

Printed student name _____

IF the student is 17 years old:

Parent/Guardian signature _____ Date _____

Printed Parent/Guardian name _____

CVA Training & Certification Program:

Texas Veterinary Medical Association (TVMA) offers a simple cost effective option for certification. The TVMA Veterinary Assistant Training Program is standardized and documents the basic skills and competencies required for animal care and assistance. The program will educate veterinary assistants in the essential skills and knowledge needed to become effective contributors to the veterinary medical care team. The best thing about this program is it can be completed either in a clinic or a TVMA approved educational program.

In order to receive CVA Level I certification, certain standard requirements must be met. These include:

- 500 hours of work experience under the supervision of a DVM or LVT
- Mastering all required Level I material
- Gaining and demonstrating the hands-on skills listed on the Skills Validation Checklist
- Exam Application and Skills Validation Checklist completed and approved by the DVM or LVT
- Successful completion of the certification examination (70%)

To be certified under the TVMA program, the applicant must successfully demonstrate 100% of the required skills and competencies. Some of the required skills may not be regularly practiced in the clinic where the applicant has gained experience. However, it is the applicant's responsibility to develop all skills listed. For example, if the required skill states that the applicant has demonstrated the safe and proper method for placing a halter on a horse, and the clinic where the applicant works does not treat horses, the DVM or LVT who is validating this skill may make this determination by having the applicant describe how this process works and the steps one would take when performing this procedure. Once the supervisor is satisfied that the applicant understands how to perform the skill correctly, they may check the skill off the checklist, even though the actual horse was not available for demonstration.

Certification Exam:

Upon supervised completion, the Exam Application, Skills Validation Checklist, and payment must be sent to the TVMA office for processing. The certification exam will then be sent to the supervising DVM or LVT, and must be administered within a one-week period. The completed exam and answer sheet must then be returned to TVMA for processing, after which the results will be mailed back to the clinic. Any applicant who passes the exam will receive a congratulatory letter, certificate and patch. We hope the newly designated CVA will display the certificate in a prominent place and will take considerable pride in their new designation. In the unfortunate event of an applicant failing the exam, the applicant will be eligible to re-take the exam as many times as needed and at a discounted price.

The profession of veterinary medicine is ever changing and new knowledge and treatment procedures are developed continuously. Veterinarians must remain current in their license and education and the same is true for Veterinary Assistants. In order to maintain CVA status, the CVA must renew their certification annually. A renewal fee of \$0 is due by the renewal month that is indicated on the CVA certificate along with 5 hours of CE.

Program Fees

TVMA has made every effort to develop the CVA program as a cost effective service to our members and other veterinarians in Texas. We have priced each component of the program at the lowest possible cost consistent with a high-quality educational and certification program. These costs are outlined below:

- Level I Training Manual, \$159.95 members/ \$189.95 non-members

The educational materials for CVA Level I are available for purchase from the Texas Veterinary Medical Association. You may order these materials by phone 512/ 610-6652 or emailing Irespondek@tvma.org. While purchase of these materials is not mandatory to sit for the exam, TVMA believes it is a very beneficial tool for any veterinary assistant committed to the field.

- Level 1 Certification Fees: Fees: \$135
- Level 1 Re-Test Fees: \$45
- Annual Renewal Fees: \$30

For information on Texas Veterinary Medical Association's CVA program, visit <https://tvma.azurewebsites.net/Certifications/CVA>

CTC Library Resources

Veterinary Assistant



Link: <https://guides.ctcd.edu/c.php?g=1051145>

Find Resources for:

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- Internet Resources
- Films and Videos
- Career Information
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