

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Anesthesia and Surgery Assistance Lecture & Lab

VTHT 1341

Dennis A. Clark DVM

NOTE: This is a 16-week course.

This is a Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

Course Description:

In-depth application of surgical, obstetrical, and anesthesia techniques including identification and use of instruments and equipment. Prerequisites: Successful completion of first years VTHT courses with a grade of C or better. Semester Hours 3 (2 lec/4 lab)

Prerequisites and/or Corequisites:

Prerequisites: Successful completion of first years VTHT courses with a grade of C or better.

Course Notes and Instructor Recommendations:

Anesthesia and Surgical Assistance requires many hours in addition to classroom and laboratory time. In order to fully understand and remember the material it is important for you to read the chapters before class and then to spend a certain amount of time reviewing the information each day. The more you review something the easier it is to learn and remember. You should plan on spending at the **minimum**, 2 hours of study for every hour of class/lab. This is a very fast paced class with a lot of information covered in a short period of time. **Do not wait until the day before the exam to try to learn everything.**

****All notices and information related to this course will be posted on Brightspace and/or your MCC student email. Please check them regularly.**

Instructor Information:

Instructor: Dennis A. Clark DVM

Office: Veterinary Technology, Room 125

Hours: Monday 830hrs to 930hrs; Tuesday 1130hrs to 1250hrs; by appointment on Fridays

Lecture- Monday 0930-1020hrs Tuesday 1030-1125hrs

Lab- Wednesday 0800-1200hrs & 1300-1700hrs

Instructor Contacts:

e-mail – dclark@mclennan.edu

Office – (254) 299-8771

Cell phone/text – (254) 715-3258

Appointments may be conducted in person, via Zoom, or by my office phone. All MCC's COVID-19 policies will be followed.

Other Instruction Information:

*****INSTRUCTOR NOTE:*****

I read my e-mail at least once a day during the week; however, if you send me an e-mail at 11 PM with a question you need answered before the class tomorrow, I likely will not read it before class. I do not always read e-mails on the weekends. Do not expect instantaneous responses

from me via e-mail. Instructors are not 24/7 call centers. Please plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

I normally respond to emails within 2 Business Days.

When you send an e-mail, ALWAYS begin the subject line with VTHT and your course number. If you respond to my e-mail, hit reply, in the subject line, be sure it states what it pertains to; such as VTHT 1105.75. **Please use complete sentences in your emails. I do not want to see: u, ur, b4, jw, etc.. In professional communications it's essential you do not communicate as you might when you text or message friends or family.** Spell out all words and use complete sentences. Be professional in your communications to your instructors.

For Example: Open the email with who it's address to:

Mrs. Allen, Ms. Shrawder, or Dr. Clark

Close the email professionally:

Use your first and last name. Example: Sue Allen

*****Instructor Note Regarding the Submission of Documents/Assisgments*****

Do not submit *.pages, *.numbers, or *.key files. These are Apple iWorks files and cannot be opened. If you submit Apple iWorks files and your work cannot be opened by the instructor, you will receive a zero for the assignment.

Do not submit *.odp, *.odt, or *.ods files. These are OpenOffice files and, when opened in Microsoft Office, will lose formatting and document properties. If you submit OpenOffice files and your document loses formatting when opened, you will lose any points associated with the formatting of the document for the assignment.

If you submit *.pdf files, your professor will be limited to how they can markup the document or assist with modifications to the document. PDF files are an acceptable submission format, but may limit the assistance that you can receive if corrections or revisions must be made.

Do not submit assignments in Google Docs, your instructors can't open these submissions and it will cause a delay in grading. You will be asked to resubmit the assignment as a Word document.

Required Text & Materials:

A. REQUIRED TEXTS:

Title: Veterinary Anesthesia and Analgesia

Author: John A. Thomas and Phillip Lerche

Edition 5th Edition

Publisher: Elsevier
ISBN: 97803233249713

Title: Small Animal Surgical Nursing
Author: Marianne Tear
Edition: 3rd
Publisher: Elsevier
ISBN: 9780323312271

Title: Veterinary Instruments and Equipment
Author: Teresa F. Sonsthagen
Edition: 4th
Publisher:
ISBN: 9780323511322

Title: Case Studies in Veterinary Technology
Author: Jody Rockett and Chani Christensen
Edition: 1st
Publisher: Rockett House
ISBN: 9780615435053

B. REQUIRED SUPPLIES

1. Instrument pack-available to purchase through vet tech department
2. Stethoscope
3. Watch with a second hand
4. Thermometer
5. Scrub set/scrub top with jeans-no shorts, closed toed shoes (clean)

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

1. Lectures and class discussion on material.
2. Weekly Assignments: There are assignments which are due every week and may include quizzes online or in-person, case studies, writing assignments, discussion boards, or any other assignment that I may decide to include. There are usually multiple assignments due during the week.

3. Lecture exams are objective in format, and may include multiple choice, true/false, matching, fill in the blank, labeling or short answer. Please know that I normally review each exam after the test, as Brightspace does not always identify correct “fill-in-the-blank” answers.

4. Final exam is comprehensive over the entire semester. The final exam will be in similar format as the lecture exams.

5. Assignments and exams will be through Brightspace for this course.

Course Objectives and/or Competencies:

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

- A. Familiarize the student with the various surgical procedures and instruments common to veterinary medicine
- B. Familiarize the student in aseptic/sterile technique pertaining to surgery
- C. Educate the student in the application of anesthesia and the use of injectable and gas anesthesia and the planes of anesthesia
- D. Monitor the patient, using visual, auditory and electronic techniques
- E. Recognize and manage anesthetic emergencies, use of emergency drugs and cardiopulmonary resuscitation
- F. Demonstrate proper operating room etiquette
- G. Understand the concept and techniques involved in pain management
- H. Develop an understanding of the pre-surgical lab work involved, recognize/understand what said results mean
- I. Properly maintain the patient record, surgery log, and controlled drug log pertaining to the surgical patient

Course Outline or Schedule:

Week 1	OR conduct, Aseptic technique, Pack prep, Instrument use/ID, etc.
Week 2	Anesthetic machine-use/care of, Levels of anesthesia, Intubation, IV catheter placement
Week 3	CPCR, Emergency drugs and ACLS
Week 4	Fluid therapy & Pharmacology, Sutures-material/patterns/ties, Surgical Assistance
Week 5	Surgery lab - Simulations
Week 6	Surgery lab – Simulations, Review Procedures and Policies, Mid-Term Practical Exam
Week 7	Start clinical surgeries

Course Grading Information:

Exams-approximately 6 exams will be given in lecture during this course. They will be worth a minimum of 100 points each.

Final exam-the final lecture exam will be comprehensive over the material covered in the course of the semester. The final exam will be worth 200 points

There will be two (2) lab practicum's during this semester, at approximately mid-term and a final at the end of the semester. These will be over the material we have covered to that point in class. The final lab exam will be comprehensive. It may include verbal (oral) answers, written, drug calculations, and hands on demonstrations of the various subjects you have learned. **These exams will NOT be allowed to be made up.** Also taken into consideration is your performance, your participation, your ability to work cooperatively with other members of the team, and your knowledge during the course of the entire semester.

You will also be graded on your participation in Lab, your patient SOAP's, and your surgical/anesthetic documentation.

The instructor may use pop-quizzes at any time as a way to measure learning and to take attendance. All pop-quizzes will be worth 10 points.

“This is for illustration purposes in calculating your grade in this course. The point value of exams and/or quizzes may change depending on the information covered.”

- A. 6 lecture exams at 100pts. each= 600 points**
- B. Lab practicum exams at 100 points each= 200 points**
- C. Final exam-(lecture) at 200 points= 200 points**
- D. Soaps=300 points**
- E. Lab participation=600 points**
- F. Kennel Duty=200 points**

Total possible points-2100 points

A=2100-1932

B=1931.99-1785

C=1784.99-1575

D=1574.99-1470

F= 1469.99 and below

You must pass both the lab final exam and lecture final exam with a 75% (75 points and 150 points respectively) to pass this course.

Late Work, Attendance, and Make Up Work Policies:

As stated in the Student attendance policy: Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College

functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) the observance of a religious holy day, or (5) active duty in the National Guard or Reserves. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion. If the student misses an exam he/she will be allowed to make up the missed exam **ONLY IF** the absence is caused by one of the 4 causes listed above. Personal illnesses will require a doctor's note before you can make up any missed exams or work. Make up exams and assignments may be Essay in nature and may be taken at the MCC Testing Center. **Missed labs will be made up by scheduling time outside of class with the instructors. LABORATORY EXAMS CANNOT BE MADE UP UNDER ANY CIRCUMSTANCES.**

Late Assignments: will have a (5) point deduction taken per late assignment, unless it is for one of the permitted absences noted above.

There will be NO retakes for failed exams.

Student Behavioral Expectations or Conduct Policy:

Students are to conduct themselves while attending classes according to the conduct policies set forth in the MCC Veterinary Technology Student Handbook that has been provided to you, as well as those set forth in the General Conduct Policy in the Highlander Guide.

“Students are expected to maintain classroom behavior that includes respect for other students and the instructor, regular attendance, being on time for class, and an attitude that seeks to take full advantage of the educational opportunity.”

This course is taught on the basis of mutual respect. I respect your desire to learn the material and will do my best to present it in a way to facilitate learning. You are expected to respect the classroom environment, your fellow students and instructor. Behavior and attire are to be professional at all times.

CODE OF STUDENT CONDUCT FOR VETERINARY TECHNOLOGY:

To ensure the greatest possible learning experience and to respect the student's desire to learn as well as the instructor's goal to instruct, we have adopted a code of conduct to direct the Veterinary Technology program at McLennan Community College. This code of conduct is not intended to supersede the general conduct policies of the college but rather to augment the general conduct policy and apply it as it pertains to the Veterinary Technology program.

1. **All cell phones and pagers WILL be turned off or silenced during class, labs and field trips.** If you leave the room to answer a cell phone for any reason other than an emergency you will not be allowed to reenter the classroom.
2. It is expected that the students will be on time to all lectures, labs and field trips and if the student arrives late he or she will enter the room as quietly and unobtrusively as possible.
3. It is expected that the student attend every class, lab and/or field trip.

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4. The program encourages students to work together and to discuss academic material. Talking among yourselves during lecture or labs or otherwise disturbing the class will not be tolerated.
 5. It is expected that the student will dress in a professional manner when in class and labs, on field trips or other functions while representing the Veterinary Technology program and MCC. The professional dress code is addressed in the section below entitled, "Student Uniforms".
 6. **Cheating will not be tolerated in this program.** This includes copying answers from another student's paper, storing/sharing information on cell phones, PDA's, or calculators, turning in work that is not your own, or copying material from another source without appropriate credit given to the original author. If suspected, a grade of "0" will be given on the first occurrence. The second occurrence will lead to an "F" for the course in which the cheating occurred, resulting in immediate dismissal from the program. If cheating is proven, an "F" will be given for the course, and the student will be immediately dismissed from the program.
 7. Needles, syringes, and other veterinary drugs or supplies will be used in the instruction of veterinary procedures while at Highlander Ranch and are not for personal use or to be removed from the premises.
 8. MCC is a smoke-free, tobacco-free, and vape-free environment effective January 1, 2020. The policy can be located at <http://www.mclennan.edu/employees/policy-manual/docs/E-XXIII.pdf>. For the purpose of this policy, the term "tobacco and vaping products" includes cigarettes, chew, vape pens, e-cigarettes, cigars, and any other form of tobacco or vaping.
 9. All animals will be handled in a humane and caring manner and the amount of restraint used to control the animal will only be used to the extent necessary to perform the procedure or to protect the student or animal.

MCC Veterinary Technology Dress Code Policy:

STUDENT UNIFORMS/DRESS CODE while attending face to face class, labs or MCC related events:

The type of scrubs and lab coats worn by veterinary technicians in veterinary clinics is required in laboratory classes starting with the first semester in the first year of training. Student's dress and appearance at all times will be expected to reflect the dress worn when the student becomes employed as a veterinary technician. Scrub tops and jeans are acceptable in some courses. If jeans are worn, they must NOT have any holes/tears/rips in them, and be clean. You are required to have at least one set of MCC Veterinary Technology scrubs to wear as directed by your instructors for labs, field trips and special occasions. These are available at the MCC Bookstore. Otherwise, scrubs of various prints and colors may be worn to lecture and laboratory sessions as long as the scrubs are in good condition, fit well, and are clean, not wrinkled, and in good taste. Full scrubs, close toed shoes, and full surgical attire must be worn during all surgery laboratories. Coveralls may be worn when working around large animals or appropriate clothing as

determined by instructor's class syllabi. Lab coats may be required in labs that involved handling blood, fecal material or urine. Lab coats that have the MCC Vet Tech logo are available at the program for use—they are to remain in the building and laundered here. Coveralls are available at most retail clothing stores and are similar to the Dickies brand coveralls. Closed-toe, non-slip shoes, such as boots or tennis shoes, must be worn at all times during all lectures, labs and field trips. It is strongly advisable to wear boots when handling large animals to minimize foot injuries. Mud boots are beneficial to have during inclement/wet weather.

1. Visible tattoos and body jewelry (other than earrings confined to the ear lobes-1 per ear) **may** be required to be covered up or removed, respectively, when in lecture or laboratory sessions while at the veterinary technology facility, during your practicum, or while participating in program or college related activities. Gauged ears will require a plug in each while in any/all program classes, field trips or public events.
2. No loose jewelry or loose fitting clothing (such as bracelets, scarves) are allowed in any lab or during kennel duty due to safety concerns.
3. Disruptive hair styles are discouraged. Acceptable hair colors fall under the normal range of natural color.

Instructors may have specific requirements, as outlined in the syllabus for the course.

Personal Grooming Guidelines:

1. Professional appearance when in clinical settings.
2. Good personal hygiene is required.
3. All clothing should be clean and free from wrinkles, stains, ragged hems. Hems and pants should be at least ½" from the floor.
4. Hair should be well groomed and pulled out of face and off shoulders in the laboratory courses.
5. Male students should be freshly shaven or have well-groomed beards, mustaches, and sideburns.
6. Fingernails are to be kept at a length and shape consistent with patient and personal safety, approximately 1/4 inch in length. NO artificial nails are allowed.
7. The use of safety goggles or other eye protection may be required in the laboratory classes. The wearing of exam gloves when handling laboratory specimens, including anatomical specimens, blood, urine and feces, is required at all times.

You must wear closed-toe non-slip shoes at all times for lecture, lab and kennel duty. No sandals, flip-flops, Crocs, etc. are to be worn. Steel toed boots are strongly discouraged.

Students may wear the following to lecture class:

Preferred dress for all vet tech classes:

- Scrub top
- Scrub pants or jeans

Jeans (clean with no holes, no rips and no tears)

Scrub pants

Dress slacks

Scrub top

MCC Vet Tech Polo shirt or polo shirt, or other shirts deemed appropriate.

Dress for ALL LABS will be as follows:

Scrub Top

Scrub Pants

Closed toes shoes that are non-slip (preferably tennis style shoes)

Watch with second hands

Stethoscope

Thermometer

The following is prohibited and will result in being dismissed from class for the day, being marked as absence, and a grade of 0 (F) for the day:

Open toed shoes

Shorts

Capri Pants

Leggings

Short skirt or kilt

T- Shirt (MCC shirts may be considered)

Tank tops

Sleeveless shirt

No spaghetti strap or cami-style tops

Facial Piercings: one (1) earring allowed in each ear. More than 1 earring per ear, lip/nose/tongue or other piercings with jewelry is discouraged and may be required to be removed while at the program or participating in program or college related activities.

Any distractive/suggestive clothing, piercing, or body art is prohibited.

PHOTOGRAPH & SOCIAL MEDIA POLICY

No pictures maybe taken during this class of other people including instructors and students, patients, exams, tests, homework, or instructional models without the express written consent of the instructor(s) of this class. **Any sharing of photographs of this class on ANY social media sites is strictly forbidden.** No statements that would be considered inflammatory or derogatory towards another student, instructor, or client will not be allowed on social media. **VIOLATION OF THIS POLICY WILL RESULT IN AUTOMATIC FAILURE OF THIS CLASS.**

Professional Expectations

1. All students will dress per Veterinary Technology Professional Dress Code. This is in both the Veterinary Technology Handbook and your syllabus.
2. There will be no profane or vulgar language used at MCC Veterinary Technology. This includes outside of the classroom, during kennel duty, or on field trips.
3. Students will be on time. Tardiness is unacceptable. This includes class, field trips, and kennel duty.
4. Students will be polite and courteous to the public, other students, MCC staff, and MCC faculty.
5. The social media policy for MCC Veterinary Technology will be **strictly** adhered to by all students.
6. There will be no abusive behavior (physical or verbal) towards people, animals, cadavers, supplies, or equipment.
7. All veterinarians will be addressed as Doctor with their last name used:

Example – I am Dr. Clark

All technicians will be addressed as Mr., Ms., or Mrs.

Example – Mrs. Allen
8. Students will clean all laboratory areas at the end of class and will not leave until all lab space, surfaces, equipment, and supplies are properly cleaned, disposed of, or put back in proper working order.
9. Any cheating, stealing, or dishonesty can and will result in dismissal from the program.
10. Students will have all kennel duties, assignments, and other assigned tasks completed on time.

The Veterinary Technician's Oath

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

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Laboratory Conduct and Assignments

Cell phones and their use during lab will be **PROHIBITED** and all phones will be placed in a secure, collective location until lab is over. Your responsibility during this class is to your patient, team, and surgeon. Unless an emergency need arises, there will be **NO exceptions**. Cell phones and their use in ANY manner-including text messaging, will not be tolerated in the classroom. If extenuating circumstances state you must be available, such as a sick child/family member, you will need to notify your instructor prior to the start of that class day. If you are found using your cell phone, you will be asked to leave the class, marked as absent for that class period, and, if testing, will be given a “0” for that test.

Health and Safety

- A. There are inherent risks with inhalation and some injectable medications (tranquilizers/sedatives). It is not required, but strongly advised that if a student has concerns about a possible pregnancy, or knows she is, she notifies either Dr. Clark or Sue Allen (instructors) prior to exposure of any of these products-especially inhalation anesthetics. If any student has any contact with injectable medication occurs, whether superficial or injected accidentally, you the student are to notify an instructor immediately so appropriate action may be taken
- B. In addition to the safety of the students, the safety of our animal patients must also be considered. If an instructor feels that a situation involving an animal needs to be resolved as quickly as possible, the animal’s health and well-being will be considered paramount. Although this lab is to teach the student techniques for inducing, maintaining, and the recovery of animals under anesthesia, the health and well-being of that patient come before student instruction.

Students can and will be removed from lab if animal welfare is considered to be in jeopardy by any of the course instructors for the following reasons.

1. Physical or mental impairment by any substances (legal or illegal)
2. Lack of concern for patient well being
3. Outburst of temper, anger, or other disruptive behaviors
4. Any attempt to intentional harm a patient or another person

This will be considered grounds for immediate dismissal from this class, VTHT 1341, with a failing grade.

Laboratory Procedures

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- A. During this lab class you will put to use many of the skills and techniques you have acquired in previous courses while combining these with new skills you will be exposed to while in the anesthesia and surgery lab.
- B. Students will be divided into groups of three to four students. **EACH GROUP WILL BE RESPONSIBLE FOR DOING A DAILY PHYSICAL/TPR ON THEIR ASSIGNED PATIENTS. EACH GROUP WILL SOAP THEIR PATIENTS DAILY.** During each surgical procedure, each student will have a different role: anesthetist, surgical assistant, and circulating assistant. These duties will rotate with each surgery. Surgery groups/partners may also be rotated during the course of the semester at the discretion of the instructor. **All members of the student group will perform the physical exam on the patient prior to the day of surgery and will perform the necessary laboratory blood work: fecal, urinalysis, CBC, and preanesthetic panel.**
- THIS IS TO BE PREFORMED BEFORE THE START OF LAB!!!**
- C. **Functions of the student anesthetist include, but are not limited to:**
- Review medical record of the patient, and make sure consent forms are properly filled out and signed for stated procedure (shelter and non-shelter animals)
 - Communicate to kennel workers proper fasting instructions for the patient the day prior to surgery
 - Participate with your partner(s) in the pre-surgical evaluation
 - Properly perform maintenance check on anesthetic machine prior to use in surgery, as well as readying any other monitoring equipment for patient the day of surgery-ie: pulse oximeter, ECG machine, etc.
 - Place IV catheter in patient/remove when indicated after surgery
 - Calculate and administer medications/anesthetics, etc. as ordered by veterinarian for patient
 - Induce general anesthesia, intubate patient, and maintain proper level of general anesthesia
 - Maintain the sterile field/asepsis
 - Log ALL controlled substances used for patient
 - Keep written anesthesia monitoring record on patient during the anesthetic period-this means you MUST have a watch with a second hand, thermometer, and a stethoscope
 - Properly connect patient to surgical monitoring equipment and have a working knowledge of normal parameters of such for species undergoing surgical procedure

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- Monitor patient during pre-anesthesia, induction, general anesthesia, and recovery from anesthesia
 - Evaluate, with your partner(s), the patient the day after surgery, including TPR, incision check, providing kennel assistants with proper care instructions-such as feeding/watering, and assessing patient's demeanor or attitude. The information is to be recorded in the patient's medical record (see IV B)

D. Functions of the surgical assistant include, but are not limited to:

- Review medical record of the patient, and make sure consent forms are properly filled out and signed for stated procedure (shelter and non-shelter animals)
- Participate with your partner(s) in the pre-surgical evaluation
- Make sure all surgical materials are prepared
- Ready the surgery suite for procedure-(getting out supplies needed)
- Set out caps, masks, gloves for surgeon and his/her self (Dr. Clark wears a size 8 & ½ glove)
- Prepare yourself, as the surgical assistant in an aseptic manner in masking, cap, gown and gloving
- Know the name and proper use for ALL surgical instruments to be used for procedure that is scheduled
- Maintain strict aseptic technique
- Close surgical incision
- Clean surgical instruments and equipment and ready for re-sterilization
- Remove sutures in 10-14 days post op, or as directed by surgeon
- Log surgical procedure in surgery log
- Prepare patient surgery report, consent forms (if indicated), daily patient examination, etc. to turn in to surgeon for signage/review
- Evaluate, with your partner(s), the patient the day after surgery, including TPR, incision check, providing kennel assistants with proper care instructions-such as feeding/watering, and assessing patient's demeanor or attitude. The information is to be recorded in the patient's medical record (see IV B)

E. Functions of the circulating assistant:

- Properly restrain patient for pre-anesthetic evaluation/anesthetic induction/surgical prep
- Ready surgery scrub solutions, replenish as needed
- Prepare recovery cage for patient/clean as needed
- Shave and aseptically scrub/prepare patient for surgical procedure
- Handling/transport patient correctly; both to and from surgery
- Open packs/supplies for surgeon/assistant
- Maintain sterile field

- Clean surgery suite at end of procedure in preparation for next patient
- Make sure all instruments and gowns are autoclaved by the day following surgery
- Be ready to assist all members of the team at any time with tasks (ie. tying surgical assistants gown, help with anesthetic monitoring, getting supplies during surgery, etc.)
- Evaluate, with your partner(s), the patient the day after surgery, including TPR, incision check, providing kennel assistants with proper care instructions-such as feeding/watering, and assessing patient's demeanor or attitude. The information is to be recorded in the patient's medical record (see IV B)

NOTE: No one in lab will be allowed to leave until everything is picked up, put up, cleaned up, supplies restocked, surgical materials are readied as needed for sterilization, laundry is washed and dried, and all trash is taken out to dumpster (this is NOT the custodian's duty).

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C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.