



CENTRAL OREGON
community college
VETERINARY TECHNICIAN

Veterinary Technician Program
2600 NW College Way
Bend, OR 97703

Dear Practice Manager,

This letter is to introduce you to _____, a prospective Central Oregon Community College Veterinary Technician Program applicant.

Prospective Veterinary Technician Program applicants are required to spend a minimum of 40 hours observing various veterinary medical procedures before they can apply to the program. The purpose of the observation hours is to expose the applicant to the veterinary technician's role and to the activities that occur in veterinary hospitals, illustrating some of the physical, emotional, and business aspects of veterinary medicine.

We respectfully request that you allow this applicant to observe the 40 hours in your hospital. We are requesting only that they observe and not do actual work so that there will be no liability concerns relative to your patients and/or the person observing. The prospective applicant has been provided with a list of tasks to observe and topics for discussion and will be asking you or your staff to check off those tasks after they have been observed.

We greatly appreciate your cooperation and support of this prospective applicant's education.

Sincerely,

Beth

Beth Palmer, MEd, CVT
Veterinary Technician Program Director
Central Oregon Community College
541-318-3724
bpalmer@cocc.edu



Prerequisite Observation Form

To apply to the Veterinary Technician Program at Central Oregon Community College, you are required to provide evidence that you have observed a **minimum of 40 hours** for the tasks listed on the following page and complete the discussion questions.

You **must schedule** your observation hours with a facility **ahead of time**, arrive on time, dress and act professionally at all times.

This Prerequisite Observation Form lists the tasks required to observe prior to applying for entrance to the Veterinary Technician Program. The intention is to make you aware of some of the physical and emotional challenges associated with this profession. It is a very rewarding yet very challenging profession.

CENTRAL OREGON COMMUNITY COLLEGE LIABILITY WAIVER

Applicant's Name: (please print) _____ COCC ID Number _____

I, the undersigned, hereby release and discharge CENTRAL OREGON COMMUNITY COLLEGE ("COCC"), its employees, agents, officers, and directors for any and all claims, demands, causes of action, damage, loss of services, costs, and expenses in any way resulting from any and all injury to person or property arising directly or indirectly out of the participation in the above activity.

Further, the undersigned agrees to indemnify and hold forever harmless COCC, its employees, agents, officers, and directors from any and all injuries, damages, costs, attorney's fees whatsoever which may arise out of the participation in the above activity. This release of liability and indemnification agreement shall be binding on the heirs, successors, and personal representatives of the student and the undersigned.

I have read the foregoing release of liability and the indemnification agreement and acknowledge that the provisions are contractual and not a mere recital, and I understand I am bound by the terms hereof by placing my signature hereon.

Signature _____

Date _____

Submit online with your veterinary technician application.



Task Observation Form

Applicant Name _____ COCC ID Number _____

Candidates: You must complete **at least forty hours of observation time in total**. You may complete these hours at one or more facilities, if necessary. For liability reasons, you are only to **observe**, not participate in the performance of any of these tasks.

40 hours observation to include the following tasks:

Animal Handling:

- _____ Observe administration of medication via the oral, injectable, or enema route
- _____ Observe lifting of an animal 50-100# or lifting of legs for hoof evaluation (livestock)
- _____ Observe handling of an aggressive or difficult animal
- _____ Observe at least two different methods of animal restraint

Animal Care & Housing:

- _____ Observe surgery or wound care
- _____ Observe daily animal care (i.e., cage/run/stall cleaning, exercising, feeding)
- _____ Observe lifting of equipment or food bag weight >25#
- _____ Observe equipment cleaning and maintenance
- _____ Observe collection of a biologic sample (blood, urine or feces)
- _____ Observe laboratory work
- _____ Observe humane euthanasia of an animal, if possible

Client Care:

- _____ Observe client interaction (i.e., history taking, behavior or nutrition counseling)
- _____ Observe telephone procedures
- _____ Observe making appointments
- _____ Observe record keeping
- _____ Observe written client education materials or instructions
- _____ Observe verbal communication with client regarding finances of animal care

Suggested Topics of Discussion:

- _____ Anticipated wages of a Certified Veterinary Technician
- _____ Working hours for CVTs
- _____ Employment benefits anticipated, such as paid vacation, health insurance, etc.
- _____ Rewards of being a CVT
- _____ Challenges associated with being a CVT

Rate the applicant on punctuality and professionalism: Excellent Good Average Poor Unacceptable

Comments:

	Number of observation hours completed _____ Supervisor initials _____
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Please note that this person is a candidate applying for entrance into the Veterinary Technician program and is not sponsored or insured by Central Oregon Community College.

Veterinarian/CVT/Manager Name (Print) _____ Signature _____ Date _____

Facility name: _____ Phone: (____) _____

Address: _____

For questions, please contact Beth Palmer, Program Director, at bpalmer@cocc.edu
Submit online with your veterinary technician application.



Applicant Name _____ COCC ID Number _____

Discussion Questions

The COCC Veterinary Technician Program and the field of veterinary medicine are very mentally and physically challenging. To be successful as a veterinary technician, you must be able to multi-task, work in a team environment, have excellent communication skills, solve challenging mathematical problems correctly and efficiently, complete tasks in a thorough sequential manner, and remain calm in an emergency situation. Veterinary technicians are expected to work with people and animals respectfully and cooperatively. As a veterinary technician, you must be able to lift, bend, and have the flexibility to move objects and/or restrain animals. These movements are physically demanding and are a necessary part of the career.

After completing your observation hours, answer all the following questions (maximum of 250 words per answer). **Submit online with your veterinary technician application.**

1. What employment opportunities exist for veterinary technicians other than private practice?
2. Describe the challenges associated with being a veterinary technician.
3. List at least five positive aspects of being a veterinary technician.
4. What is the expected hourly wage for a veterinary technician in the city you are planning to work?
5. What is the typical schedule for a veterinary technician (including weekends and holidays)?

Submit online with your veterinary technician application.