Norwalk Community College
Continuing Education & Workforce Development
Veterinary Assistant
Certificate

The Veterinary Assistant Certificate Program consists of five courses that prepares students for an interesting and rewarding career as a Veterinary Assistant. Upon successful (a grade of C or above) completion of program requirements, a certificate of completion will be awarded. The certificate will count toward the Norwalk Community College Veterinary Technician two-year degree program admission requirements (contact the Veterinary Technician Program Director for details).

Course	Total Hours	Total Session	Tuition*	Textbook
1. Veterinary Assisting I: Medical Office Assistant	15	5	$499	Additional Fee**
2. Veterinary Assisting II	15	5	$499	Additional Fee**
3. Veterinary Assisting III	15	5	$499	Additional Fee**
4. Veterinary Assisting IV – Dental & Surgical Assisting	15	5	$499	Additional Fee**
5. Veterinary Clinical Assisting	30	5	$499	N/A

*Tuition subject to change.

**One book for the entire program.

Entrance Requirements:

High School diploma or equivalent and proof of tetanus immunization.

Please refer to the current Continuing Education & Workforce Development catalog for course specifics (tuition, start date, class time slot and location).

Course Descriptions

Veterinary Assisting I: Medical Office Assistant

Gain knowledge of the skills required to work effectively in the front office of a veterinary clinic. Topics will include veterinary terminology, computer skills, client communication, telephone skills, pet insurance, care credit and compliance with OSHA requirements.

Prerequisite: High school diploma or equivalent and proof of tetanus immunization is required at time of registration.

Veterinary Assisting II

This course will provide students with education and training for entry-level positions in veterinary medicine. The introductory class will familiarize students with the basic functions of being a veterinary assistant. Basic anatomy and physiology will be covered. Students will learn proper techniques for restraining and medicating pets and be trained in important minor procedures such as vaccination protocols, nail trimming, bandaging, bathing and grooming.

Prerequisite: Successful completion of Veterinary Assisting I.

Veterinary Assisting III

This course will build upon the skills and training acquired in Veterinary Assistant II. Students will learn advanced diagnostic and laboratory procedures such as how to setup and read fecal samples, run packed cell volumes and total solids. Students will also learn some CPR techniques, how to handle lab samples for in-house and reference labs, be trained in proper preparation and accepted radiological patient positioning to obtain clear and medically superior radiographs, and how recognize emergencies.

Prerequisite: Successful completion of Veterinary Assisting I and II.

Veterinary Assisting IV: Dental and Surgical Assisting

This course will prepare students to assist with surgical and dental procedures. Basic anatomy of the canine and feline mouth, equipment use and maintenance, and aseptic technique will be some of the topics discussed.

Prerequisite: Successful completion of Veterinary Assisting I, II, and III.

Clinical Veterinary Assisting

Students will spend a total of 30 daytime hours (5-6 hours per day) in an animal hospital or clinic to train to become veterinary assistants. Students will be supervised by technicians in the workplace; their progress will be monitored by the program coordinator. Students must wear scrubs while working at the assigned clinical sites well as proper footwear.

Prerequisite: Successful completion of Veterinary Assisting I and II, III, and IV.

Veterinary Assistant Certificate Important Information:

Immunization Requirement

- Proof of immunization against tetanus.

Veterinary Assistant Certificate Important Information: (Continued)

Prerequisites

- A high school diploma or equivalent.

Length of Certificate Program

- There are five segments to this program.

- The first four segments each run in the evening for 3 hours weekly for five weeks, (Veterinary Medical Office, Veterinary Assisting I, Veterinary Assisting II, Veterinary Assisting III: Dental and Surgical Assisting).

- Courses must be taken in succession prior to clinical segment.

- To complete the program 30 daytime hours of observation and hands-on time must be completed in the clinical (the fifth and final segment).

Overview

- Veterinary Assisting is profoundly based on the sciences and good communication skills. Students should have a basic grasp of sciences at the high school level as well as basic writing and communication skills to be successful in this program.

- Some modules will have quizzes every week, others may have longer exams less frequently to assess whether the student is retaining the information. Each module is Pass/Fail. A passing grade is 70% or higher average on all quizzes or exams.

- There are no papers to write.

- Course Content

  Multitude topics are covered in each of the first four modules of the program:

  - Veterinary Assisting I will cover the front desk, phone techniques, appointment booking, medical record keeping, filing, hospital policy, admitting patients, setting up appointments, discharges, client communication, x-ray and medical records handling in the Veterinary Hospital and more.

  - Veterinary Assisting II will cover basic hospital policy, patient handling and restraint, OSHA Regulations and safety in the hospital, animal behavior, "human animal bond", exam room protocol, and general hospital maintenance and up keep, proper cleaning, and much more.

  - Veterinary Assisting III will concentrate on laboratory equipment and lab testing, proper sample collection and preparation of various types of lab and blood tests, tubes, parasites and parasite testing, radiation safety training, radiology history, radiology and medical imaging, (X- ray, ultrasound, endoscope, laparoscope, CT scan and MRI).

Veterinary Assistant Certificate Important Information:

- Course Content (Continued)

  - Veterinary Assisting IV - Dental and Surgical Assisting topics include Aseptic technique and protocols, cleaning and upkeep of surgical suite, surgical instruments, packs, gowns, and their sterilization. Anesthesia of the veterinary patient including, drugs, pre-meds, induction, maintenance, patient monitoring and equipment, post-op meds, pain- meds and recovery, patient surgical prep, anatomy and physiology of feline and canine dentition, routine dental, cleaning, scaling, polishing, dental instruments, dental recovery, etc.

  - Veterinary Clinical Assisting is the final segment of the program that consists of 30 daytime hours of hands on training in a clinical setting where the student may see and put into practice all that they have learned in the first four modules of the program.

    - Student will be assigned a clinical site by the Program Coordinator.
    - Student will work out a schedule with assigned clinical site and complete the scheduled hours.
    - Scrubs are mandatory. Student will need to obtain scrubs to wear while working in the assigned clinical site. In addition to scrubs, student must wear proper footwear (for example, sneakers are acceptable; however, open toe shoes, sandals, flip-flops, or high heel shoes are not permitted and must not be worn while working in hospitals). Long hair must be tied back. Most jewelry, hoops or excessively dangling earring should not be worn.
    - Students representing NCC must behave and present themselves in a professional manner at all times while working at clinical sites, using decorum befitting the Veterinary Medical Profession.

The difference between a Veterinary Assistant and a Veterinary Technician

- Veterinary Technicians are comparable to a registered nurse in a medical practice or hospital setting. They have specialized training at an American Veterinary Medical Association (AVMA) accredited educational facility.

  - This training may take from 2-4 years to complete.
  - After having completed technical training, they take the national and/or state board examination given in each state as required by the state in which they intend to work.
  - After successfully passing the exam, they are considered to be licensed veterinary technicians, and work under the indirect supervision of the veterinarian.

- Veterinary Assistants are not licensed or required to attend an accredited veterinary program.

  - They are essential members of the veterinary team.
  - Most assignments receive on-the-job training according to needs of the hospital.
  - Many assistants now receive formal training through a vocational educational program such as the Veterinary Assistant Certification Program.
  - They work under the direct supervision of the veterinarian and the veterinary technician.
  - The veterinary assistant's role is to enable the veterinarian and technician to complete their tasks in an efficient and timely manner.
  - Many will go on to become veterinary technicians.

Veterinary Assistant Certificate Important Information: (Continued)

Available Employment Opportunities upon Successful Completion of the Program

- Veterinary Assistants can be found in all Veterinary Clinics, Hospitals, and Emergency & Referral Centers in the USA. Full and part-time positions are available in pay range of $10.00 to $18.00 per hour.

Employment Related Information

- Certificate holders will find both full time and part time employment opportunities as a veterinary assistant, veterinary receptionist.

- Job Search Key Words:

  veterinary assistant, veterinary receptionist

- O*NET® OnLine: A tool for career exploration and job analysis!

  O*NET® OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more! https://www.onetonline.org/ Type in Veterinary Assistant in "Keyword or O*NET-SOC Code."

Date Created: 7/31/15
Date Updated: 12/7/18