

VETERINARY SCIENCE EDUCATION



JUNIOR & SENIOR CLINICAL HANDBOOK 2023-2024

REVISED May 8, 2023

HILLSBOROUGH COUNTY PUBLIC SCHOOL HEALTH SCIENCE

Student Information for Health Science Program

Students in Veterinary Science programs work in complex, stressful situations that require critical judgment and decision-making. It is our legal and ethical obligation to affiliating agencies and the community to ensure insofar as possible that our students are safe and stable practitioners.

Many careers in Health Science require graduates to take examinations for licensure or certification. Each occupation has its own professional board, which has rules and regulations governed by law. It is the responsibility of each professional board to issue, suspend, and revoke licenses and provide disciplinary actions for infractions. Upon completion of those programs that are under a professional board, graduates must be eligible for licensure in order to secure and maintain employment.

The following information was developed using advice from affiliating facilities, credentialing agencies' guidelines, and Core Performance Standards for Admission and Progression that were developed by the Southern Council on Collegiate Education for Nursing. Our intent is to ensure that our students are safe practitioners and that our graduates will be eligible for credentialing by the appropriate board and meet the requirements of employment.

ACADEMY OF HEALTH PROFESSIONS CLINICAL REQUIREMENT FORM

All Veterinary Science seniors will have to complete clinical rotations as part of their medical program of studies. Below are the prerequisites for our students before they go to their clinical experiences. We recommend completing the packet during the summer break.

All seniors are required to complete the following by the due date listed below. This packet accounts for 30% of the student's medical program grade for the first nine weeks. Completed packet and all fees are due on *Monday, September 11, 2023*, for an "A." The student will lose a letter grade for each day the packet and/or fees are late.

- 1. *Olive green for Juniors* and *Purple scrubs for Seniors* with the embroidered program logo are required. Uniforms are to be clean and ironed.
- 2. Purchase athletic shoes with closed-toe and heel. No Crocs allowed.
- *Seniors- All fees are the student's responsibility: \$14.00 for Professional Liability Insurance, \$8.00 for Student Accident Insurance, and \$34 for a 12-panel drug screening for a total of \$ 56.00.

**Juniors-* All fees are the student's responsibility: \$14.00 for Professional Liability Insurance, \$11.00 for Student Accident Insurance, and \$34 for a 12-panel drug screening for a total of \$59.00.

- 4. Turn in Student Information Forms Health History and Physical Exam
- 5. Turn in the Infectious/Communicable Disease Contact Release Form (requires notary)
- 6. Turn in the Verification of Medical and Hospitalization Insurance form
- 7. Sign and Return this Clinical Requirement form
- 8. Turn in the Medical Release form (requires a notary).
- 9. Turn in the Instructional Field Trip and media release forms.
- 10. Turn in the statement of confidentiality (requires a notary).
- 11. Maintain a passing grade in the medical program of study. Excessive absences, unsatisfactory academic progress, and/or inappropriate behavior will preclude a student from participating in clinical rotations, which will affect the overall grade.
- 12. **Inappropriate behavior or dress** will result in **immediate removal** from the clinical site and could lead to a failing grade for the clinical week.
- 13. No artificial nails and/or polish are allowed—no clear polish. Nails must be **short**.
- 14. Cologne or perfume is not to be worn on clinical rotations
- 15. Make-up must be conservative. no false eyelashes allowed.
- 16. Maintain hair in a natural and appropriate color. If hair is colored or highlighted, it must look natural; roots are not to be visible. **No** fancy hair accessories are permitted. Hair must be off the collar, pulled away from the face, and **neatly** secured, so it is not a source of contamination.
- 17. No facial piercings are allowed during clinical rotations. Students may use clear piercing retainers.
- 18. Jewelry is **limited** to a watch with a second hand, one **small** stud earring per ear lobe, and a medical alert tag or bracelet. **No necklaces, bracelets, or rings are to be worn.**
- 19. Chewing gum is not allowed, especially at clinical sites.

- 20. Socks must be worn with the uniform.
- 21. Facial hair on males must be clean-shaven. Beards are to be neatly trimmed.
- 22. Tattoos must be covered at all times. They should not be visible during clinical rotations.
- 23. It may be the parent's responsibility to provide transportation to and from the clinical sites.
- 24. Students may not drive separately to a clinical facility if a Hillsborough County School bus has been provided to transport the student.
- 25. There are **no breaks during the clinical time**. A 30-minute lunch is allowed.

*All fees are subject to change

****Student ID is required daily to attend clinical rotations**.

Junior Tentative Clinical Dates for the 2023-2024 School Year: January 22- January 26, 2024

Senior Tentative Clinical Dates for the 2023-2024 School Year:

October 23- October 27, 2023

January 29- February 2, 2024 April 8 – April 12, 2024

Failure to comply with <u>ALL OF THE ABOVE REQUIREMENTS</u> will jeopardize the student's participation in the clinical experience. It will affect the student's grade in his/her medical program of study.

All students of The Academy of Veterinary are required to complete 500 hours of lab/clinical experience. 250 hours can be accrued through land lab experience. The other 250 hours are obtained through clinical rotations and the students' community service at an animal facility. Failure to complete and turn in these hours will result in not receiving the certificate of proficiency for Veterinary Assisting (CVA).

I understand that my son/daughter will need to complete all of the above requirements, and I understand and agree to follow the clinical procedures and requirements.

Parent/Guardian Signature

Date

Student Signature

Date

CLINICAL PROCEDURES AND REQUIREMENTS

ABSENCES/TARDIES

Each student is responsible for notifying the instructor and school in advance if he/she is going to be absent or tardy to the clinical experience.

DRESS CODE

1. Uniforms identifying the student will be required as well as student I.D. badges

- 2. Uniforms are to be clean and ironed.
- White, black, or uniform color long sleeve t-shirts may be worn under the uniform top.
- Jackets and coats may be worn on the bus or car but not in the clinical setting.
- A matching scrub jacket or white sweater may be worn in the clinical setting.
- 3. Students MAY NOT go into a clinical setting without a proper uniform.

4.Come dressed for Clinicals-NO DRESSING OR UNDRESSING ON BUS OR IN CAR.

PROFESSIONAL GROOMING

- 1. Hair MUST be off the collar and pulled back away from the face.
- 2. No fancy combs or ribbons, hair wraps, or bows. 1"-2" plain hair bands are allowed.
- **3.** Hair should be appropriate color.
- 4. Make-up must be conservative.
- 5. Nails will be worn short in length with no polish.
- 6. No gum chewing

PROFESSIONAL STANDARDS

A student may be referred for disciplinary action for the following reasons:

- 1. Violating standard safety practices in the care of patients.
- 2. Delaying or omitting care that is within the identified scope of practice for the chosen course of study.
- 3. Being found in any restricted or unauthorized area.
- 4. Violation of confidential information related to patients and/or medical tests.
- 5. Aggressive, rude behavior to any instructor, hospital or clinical staff, physician, patient, or fellow student.
- 6. Leaving the clinical facility without the permission of the clinical instructor.
- 7. No parents, friends, or family members are allowed at the facility, only for drop-off and pick-up.
- 8. No cell phones are to be used at the clinical sites.

The clinical agency may request that a student be withdrawn from a facility for violation of the above code.

VERIFICATION OF MEDICAL AND HOSPITALIZATION INSURANCE

I,	_ have medical and hospitalization insurance
Policy #:Expiration	Date:
I understand that I am responsible for exper that may occur during the course of training	nses incurred from any incidents or accidents g.
Students Signature	Date
Parental Signature	Date

*If student does not have medical insurance, write "No Insurance". Make sure you sign and date the form.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS HEALTH SCIENCE

ACKNOWLEDGEMENT OF INFECTIOUS/COMMUNICABLE DISEASE CONTACT RELEASE FORM

I understand that during the course of their clinical training,	(Student Name)
will be working with individuals, patients and/or specimens from individuals who m	ay have a communicable
or infectious disease.	

Signature of Parents or Legal Guardian	Date	
Relationship to student		
State of Florida, County of		
SUBSCRIBED and sworn tobe	efore me, a Notary Public, this	day of,
20		
Signature of Notary:	Print Name:	

2022-2023 SCHOOL YEAR HILLSBOROUGH COUNTY PUBLIC SCHOOLS STUDENT ACCIDENT INSURANCE PROTECTION PROGRAM United States Fire Insurance Company

Who Is Covered

All students of the Hillsborough County Public School's Daycare, summer and Community Based Training Programs are covered while participating in school sponsored and supervised activities. All students are also covered while traveling, directly and without interruption, to and from any school sponsored or interscholastic athletic activity and his or her home or place of residence.

Accidental Death & Dismemberment

If a covered injury results in any of the losses specified below within one year after the date of the accident, the company will pay the applicable amount.

- Full Principal Sum for loss of life (\$10,000.00)
- Full Principal Sum for double dismemberment (\$10,000.00)
- 50% of the Principal Sum for loss of one hand, one foot or sight of one eye (\$5,000.00)
- 25% of the Principal Sum for loss of index finger and thumb of same hand (\$2,500.00)
- If the Principal sum is payable, no indemnity will be paid for dismemberment. In any event, the double dismemberment indemnity is the maximum amount payable under this Benefit for all losses resulting from one accident.

Maximum Medical Expense Benefit

If the Covered Person incurs eligible expenses as the result of a covered injury, the Company will pay the charges incurred for such expense within 52 weeks, beginning on the date of accident. Payment will be made for eligible expenses in excess of other applicable insurance (if any), not to exceed the Maximum Medical Expense Benefit of \$25,000.00. The first such expense must be incurred within 90 days after the date of the accident. "Eligible Expenses" means charges for the usual and customary medical procedures to promote necessary healing with the following limitations:

Hospital Inpatient Room & Board, Limited to \$200.00 per day

Hospital Outpatient Expense Emergency Room, Limited to \$185.00 per Injury

Physicians Expense (Non-Surgical), Limited to \$40.00 per Visit

Physicians Expense (Surgical), Limited to \$3,750.00 per Injury

Diagnostic Imaging, Limited to \$400.00 per Injury

Physiotherapy, Limited to \$35.00 per Visit with a 5 Visit Maximum

Prescription Drugs, Limited to \$250.00 per Injury

Exclusions and Limitations

This Plan does not cover any loss to or resulting from:

- · Sickness or disease in any form, except pyogenic infections due to an accidental cut or wound.
- The use of drugs or narcotics, unless administered under the advice of a physician.
- War or any act of war, whether or not declared.
- Participation in any riot or civil commotion.
- Air travel or the use of any device or equipment for aerial navigation, except as a fare-paying passenger on a regularly scheduled commercial airline.
- Suicide or any attempt thereat or any self-inflicted injury.
- Service provided by any person or facility employed or retained by the Policyholder or member organization.
- Service provided by any member of the Insured Person's family or household.
- Dental treatment, except as the result of a covered injury.
- The repair or replacement of any artificial dental restoration.
- Expenses payable under any Workers Compensation Law or similar legislation.
- Injury sustained while riding in or on any two or three wheeled engine driven vehicle.

To Purchase Coverage

Complete the following enrollment information and send with the appropriate premium amount to United States Fire Insurance Company, Student Insurance Processing, P.O. Box 4200, Wheaton, IL. 60189.

Name of Student Enrolling		Date	of Birth	
Mailing Address				
Name of Individual School				
Please Check Appropriate Co	verage:			
	□ Day Care (\$3.75)	□Summer (\$3.50)		$\Box_{\text{CBT Program}}$ (\$7.50)
Signature of Parent or Guard	ian		_ Date	
A 1 1.1 1.1 1.1 1.1	1 6 1 1 2 4 4 1 1 2		1	

Any person who, with intent to defraud or knowing that he or she is facilitating a fraud against an insurer, submits application or files claim containing a false or deceptive statement may be guilty of insurance fraud. I understand and agree that if this enrollment form is accepted by the Company, coverage will begin on the date of acceptance or on the date requested by the Policyholder, subject to the payment of the required premium. K-12 Form SNIC-HPS/2015

Health Science Education PHYSICAL EXAMINATION

SCHOOL:			PROGRAM	:			
TO BE COMPLETED BY APP	PLICANT PRIOR TO EXA	MINAT	ION				
NAME:			PHONE:			BIRTHDATE:	
ADDRESS							
No./ Street Apt.	City		State	Zip Code			
	I understand that	I may b	be asked to s	ubmit additiona	l dat	a.	
	App	licant's	Signature				
TO BE COMPLETED BY EXAN	MINER						
Blood Pressure:	Temp:	Puls	e:	Resp. Rate:	H	leight	Weight
VISION SCREENING:	•						-
Right eye with glasses: Right eye without glasses:							
Left eye with glasses:			Left eye with	out glasses:			
HEARING SCREENING:							
Forced whisper at 5 feet: P	ass Fail						
REVIEW OF SYSTEMS: (+))= Positive Findings	(-)=	Negative Find	ings			
ENT			GU/Reproduc	ctive			
Respiratory			Neuro/Muscu	ılar			
Cardiovascular			Endocrine				
GI Integumentary		у					
EXPLANATION OF POSITIVE FIN	NDINGS:			I			
Do you consider this person to be phys Remarks:	ically capable of performing	the dutie	es required in th	e program stated ab	ove?	Yes	No
Examining Physician/Nurse Practitione	er/Physician Assistant			Da	ate		
Address				Pho	one		
Rev July 2014 Career and Technical	Education – Health Science	ce Educa	ation				

IMMUNIZATIONS

RUBEOLA AND RUBELLA

Shot re	rovide proof of immunity by <u>one</u> of the f cord documentation Rubeola (Measles): 2 doses live vacc MMR evidence of 2 doses administere Rubella (German Measles): 1 dose live	ine administered on or afted d on or after 1st birthday	er first birthday	Date: Date:		Date: Date:
Titer	Rubeola (Measles) D	ate: ate:	Level:	_		
If unal	ble to document immunity through pas	st vaccinations or throug	h titer, please comple	ete the fol	llowing vaccin	ations:
Vaccin * MM	ations Rubeola* (Measles) - 2 doses at least Rubella* (German Measles) - 1 dose R may be given instead of individual i	2	Date: Date:		Date:	
VARIC	ELLA (CHICKENPOX)					
	istory <u>of chickenpox</u> Yes istory of chickenpox, student must verify	No Date: immune status with a tite	r.			
If titer is	<u>Titer</u> (required if no history of ch s negative, 2 doses of varicella vaccine a	ickenpox) Date: re <u>recommended</u> .				
At this t who hav	Vaccination (2 doses recommende munity to chickenpox, signature required. ime, I decline the varicella vaccinations. I re chickenpox or shingles		ve immunity against ch	nickenpox		
Student	Signature (If Declining)			Date		
TETAN	iUS	DATE:	Proof of tetanus vac through doctor's sta			ten years must be shown
					1	
НЕРАТ	TITIS B	Titer	DATE:		RESULTS:	
complet	ant may choose to have a titer ed. Vaccine recommended if titer does w immunity).	Vaccine (3 doses)	DATE:	D	DATE:	DATE:
infectior	tand that due to my occupational exposure a. However, I decline Hepatitis B Vaccination ous and potentially life-threatening disease	on at this time. I understand				
Student	Signature (If Declining)		Date			

Examining Physician/Nurse Practitioner/Physician Assistant or Registered Nurse

Date

HEALTH HISTORY

SCHOOL			PROGRAM	
PLEASE COMPLETE THE THE INFORMATION ON TH USED TO DISQUALIFY AN	IE COMPLETED	FORM WILL E	BE USED FOR COUNSELI	ING PURPOSES AND WILL NOT BE
NAME:		РНО	ONE:	BIRTHDATE:
ADDRESS:				
No./Street	Apt.	City	State	Zip Code
Have you had any serious inju- standards? •YES • NO If YES, please explain:	ries or operations	within the past the p	hree years that would inhibit	t your ability to perform the core
CHECK ANY OF THESE Co				
• Diabetes				
• Hearing problems (Su	rgery, hearing aid	, other treatment	:)	
• Heart disease				
• Problems bending free	quently			
• Problems pushing obj	ects over 50 poun	ıds		
Seizures (convulsions	, epilepsy)			
• Trouble standing or w	alking for long pe	eriods (4-6 hours	5)	
• Vision problems (glas	ses, surgery, color	r blindness or otl	her treatment)	
Do you have any physical or m	iental limitations	that keep you frc	om fulfilling the requirement	ts of the core performance standards?
□ Yes □ No				
If yes, please explain.				
I have read the Student Inform changes in my physical status.	ation sheet and att	test to the truth o	of my responses on this form	n. I will notify the school of any
Student signature			Date:	



Student Media Release Form

Date:		-
School:		
Student ID Number:		
Student Name:		
Home Address:		
City:	_State:	Zip:

Dear Parent/Guardian:

Throughout the school year, the media may visit your child's school to cover special events. Hillsborough County Public Schools also may wish to interview, photograph, or videotape your child for promotional and educational reasons to utilize in publications, posters, brochures, and newsletters; on the Internet, radio, or television; or for other special district events. Before your child can participate in any of the above activities, you must give your permission by signing and returning this media release form to your child's school. Please check one of the boxes.

 \Box **I give my permission** for my child to be interviewed, photographed, or videotaped for use in school/district publications, school district productions, or for use on the Internet or by the general news media for print, broadcast, or on websites; and for his/her name to be published in school/district publications, on the Internet, or in news publications or broadcasts.

 \Box **I** do not give my permission for my child to be interviewed, photographed, or videotaped for use in school/district publications, or for use by the general news media for print, broadcast, or on websites; nor for his/her name to be published in school/district publications, on the Internet, or in news publications or broadcasts.

Parent/Guardian signature:

Parent/Guardian name (please print):

Date:	

STATEMENT OF CONFIDENTIALITY

The undersigned hereby acknowledges his/her responsibility under federal and other applicable law, the agreement to keep confidential any information regarding clinical facility patients, as well as all confidential information of the clinical facility. Under penalty of law, the undersigned agrees not to reveal to any person or persons, except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of the clinical facility.

Student Name	Student Signature	
Parent/Guardian's Signature	Date	
(Notary Stamp)		
ate of Florida, County of		SUBSCRIBED and
worn to before me, a Notary Public, this	day of	, 20
gnature of Notary :	Print	Name:



FIELD TRIP MEDICAL RELEASE FORM

This form is used for recording parental permission for medical and/or surgical treatment in case of medical concerns on a field trip. A notarized signature is required for an overnight or out-of-state field trip.

Student Name:	School:	
Date of Birth:	Student #:	
Location of Field Trip:	Date(s) of Field Trip:	
As the parent and/or legal guardian of (<i>print student name</i> I authorize Hillsborough County Public Schools, its agents consent to any medical emergency treatment, including ho the supervision of a licensed health care provider. The par My signature below represents consent and agreement to t	ospital care, to be rendered to my child by or under ent/legal guardian is responsible for any fees or costs.	
Parent/Guardian Si	gnature Date	
STATE OF FLORIDA, COUNTY OF		
SUBSCRIBED and sworn to before me, a Notary Public,	this day of, 20	
Signature of Notary:	Print Name:	
Medical Insurance Company:	Policy #:	
Student's Address:		
Father's Name:	Phone (Day):	
Business Name (if applicable):	Phone (Evening):	
Mother's Name:	Phone (Day):	
Business Name (if applicable):	Phone (Evening):	
Family Physician's Name:	Phone:	
Physician Address (street, city, state):		
Check any health conditions that apply (if none, leave blan		
Heart condition Other (please describe):		
Medications prescribed:		
Hospital preference:		
<i>NOTE: In the event of an emergency medical situation, the will be made to contact the student's parent/guardian regardian regardian regardian regardian regardian regardian regardian regardian statemet.</i>	-	

School District of Hillsborough County APPLICATION FOR PARTICIPATION Instructional Field Trips

This form is used for recording student requests to participate in instructional field trips and the parent or guardian's permission for them to participate and travel in specified transportation. It must be on file before a student may participate.

,, am a student ir	1cl	ass at	Scho
,, am a student ir Print Name of Student	Print Name of Class	Print Nat	ne of School
Ay parent/guardian's name is:			
Ay parent/guardian's name is:	Print Name of Parent/G	uardian	
Ay home address is:			
My home address is: Print Street Address	City	State	Zip
ne School District of Hillsborough County Stude ring honor to my school and myself in return for Student Signature			field trip activities.
Parent/Guardian Request			
As parent or guardian, I request that		parti	cipate in the field trip
	Print Name of Student		
	_ that will be conducted on		
Print Name of Trip Destination		Month/Da	y/Year
understand that transportation for the trip will b		0 1 1 1 1 1	
• A private automobile of a parent, teache District of Hillsborough County AND/OR	r, and/or licensed student, non	e of which is under c	ontrol of the School
• A regular school bus operated by the Sc AND/OR	hool District of Hillsborough (County.	
• A private bus under charter to the School	bl District of Hillsborough Cou	nty.	
		Date of Signature	;
Signature of Parent or Guardian			

Student/ Parent Clinical

Congratulations on your acceptance into the Academy of Veterinary Science program. We have worked hard to establish our medical magnet as a high-quality place of learning and experience. We are proud of our accomplishments and know that you and your family will contribute to our continued success. The privilege of being a student in this prestigious program comes with certain responsibilities and understandings. In attending this magnet school, you have agreed to conduct yourselves in the following manner.

Student will:

• Be aware of, abide by, and follow all school, bus, and clinical site rules, routines, and procedures

- Arrive to classes on time every day prepared with necessary supplies, books, and materials.
- Attendance at all assigned clinical rotations is mandatory.
- Complete all classwork and homework assignments.
- Follow the uniform requirements and dress code. The clinical uniform will be worn every Tuesday and Thursday starting September 13, 2022, and Monday through Friday of each clinical week. Uniforms are to be clean, neat, and ironed.
- Students will notify their instructor immediately if absent during the clinical week, and parents must still notify the school. Failure to do so will result in a grade of zero for the day.
- Arrive at the front of the school no later than 8:15 am if riding a bus to a clinical site.
- Will report to class each clinical day upon returning to school. Skipping is grounds for a referral.
- Attend six hours of clinical rotations each day if driving to the clinical site. Upon reaching the site, call the instructor immediately to report arrival.
- Understand that I can be removed from the clinical site and possibly the Health Academy for misbehavior, failure to follow the school, bus, or facility rules and regulations and/or dress code violations.
- Store cell phones off and out of sight while on clinical rotations (*Including during lunch*).
- Turn in the *clinical timecard*, *journal*, *and evaluation the first Monday after the clinical week*.
- Actively contribute to a positive, safe and cooperative school, bus, and clinical environment.

Parents/Guardians and family members will:

• Be aware of, abide by and follow all school, bus, and clinical site rules, routines, and procedures.

- Monitor the timely completion of homework assignments and my child's grades.
- Assure students follow dress code and uniform requirements.
- Communicate with school personnel in a timely and civil manner. Absences must be reported to the school by the parent/guardian.
- Provide accurate and up-to-date contact information.

PROFESSIONAL STANDARDS

A student may be referred for disciplinary action for the following reasons:

1. Violating standard safety practices in the care of patients.

2. Delaying or omitting care that is within the identified scope of practice for the chosen course of study.

3. Performing skills without an instructor's supervision or permission.

4. Being found in any restricted or unauthorized area.

5. Violation of confidential information related to patients and/or medical tests.

6. Aggressive, rude behavior to any instructor, hospital or clinical staff, physician, patient, or fellow student.

7. Leaving the clinical facility without the permission of the clinical instructor.

8. **NO** parents, friends, or family members are allowed at the facility, only for drop off and pick-up if a bus is not available.

9. No cell phones are to be used at the clinical sites. Using cell phones at the clinical site can be viewed as a HIPAA violation (Patient/Client Confidentiality Agreement).

Academic Responsibilities:

Students may be required to complete academic class assignments during clinical rotations. These assignments should be provided to the students one week prior to the clinical rotation. Students returning to school via a bus will report to the auditorium for the remainder of the school day. During this time, students should work on completing any work due upon completion of the clinical rotation.

The clinical agency may request that a student be withdrawn from a facility for violation of the above code.

Student's Name Printed

Student Signature

Date

Parent/Guardian Signature

Date

