

**STATE UNIVERSITY OF NEW YORK DELHI**  
**Veterinary Science Technology Department**  
**Telephone: 607-746-4425 • Fax 607-746-4409**

Dear Mentor:

Thank you for participating in the Preceptorship Program for the Veterinary Science Technology Program at SUNY Delhi. The preceptor experience is an important part of the clinical curriculum that helps us produce valuable graduates that are ready to work upon graduation. The Preceptorship Program has been split into two distinct 120 hour preceptorships-- VETS 183 (Preceptorship I) and VETS 203(Preceptorship II) .

Students enrolled in our Veterinary Science Technology program must complete a minimum of 120 hours of related work experience in a small animal practice prior to taking second year courses (Preceptorship I) **and** a second 120 hours (Preceptorship II) either prior to taking second year courses, during their final winter break or immediately following graduation, at an approved animal health facility. Preceptorship II may include a small and/or large animal veterinary practice, veterinary emergency clinic, research institute, pharmaceutical company, zoo, wildlife rehabilitation center or other faculty approved preceptorship site. Both preceptorships may be completed at the same facility with faculty approval and can run concurrently if desired.

The purpose of the preceptorship is to expose students to a typical working environment, as well as to provide a positive experience, which will encourage them to enhance their skills and knowledge. The preceptor may observe and/or perform in any aspect of your daily work routine within the limits of the NYS law and regulations and in accordance with your facility's policies and available time.

It is important that you interview a potential student candidate prior to acceptance into your facility in order to determine that their abilities and expectations meet yours. Please note that students have completed the following coursework prior to this encounter: Medical Math, Introduction to Veterinary Science, Small Animal Care, Large Animal Care, Animal Anatomy & Physiology, Introduction to Research Animal Techniques, Pathology and Parasitology, Clinical Physiology and Preceptorship Preparation. Particular students will have her/his own clinical background and thus vary in knowledge and clinical skills.

Regular verbal and/or written communication with staff and clients as part of their review is encouraged. There is a final written student evaluation form required, which you will or should have received when you were given this packet. Upon completion of the preceptorship, please fill out the Student Evaluation form and mail it in the self-addressed envelope as soon as possible. As well, all students are required to keep a weekly online journal of their experience.

Questions regarding New York State law and the scope of practice for the profession should be addressed to Thomas Monahan, Executive Secretary to the NYS Board for Veterinary Medicine at 518-474-3817 Ext. 210 in Albany.

If you need any assistance, you may reach us by email ([meckelbt@delhi.edu](mailto:meckelbt@delhi.edu)) or contact the Veterinary Science Department at 607-746-4425. Preceptorship course instructors plan to visit as many of the facilities as possible during the time our students are completing their preceptorship and a faculty member will be in contact with those facilities that we are unable to visit in person.

Thank you again for your time and support in this invaluable student experience and we hope that it will be rewarding for you and your fellow staff members.

Sincerely,

Dr. Bret Meckel, Department Chair Veterinary Technology  
454 Delhi Dr.  
Farnsworth Hall 103  
Delhi NY 13753

## WHAT DO I NEED TO DO AS A SUPERVISOR/MENTOR?

- Review information packet given to you by the student.
- Interview the perspective student to determine their abilities and expectations.
- Fill out **Preceptorship Site Information** on the **Preceptorship Notification Form** given to you by the student and return to course instructor by the due date.
- Fill out **Liability Insurance Request** form and return to the course instructor by the due date.
- Work with the student during the preceptorship providing them with an educational experience. Allow the student the opportunity to observe and when appropriate participate in as many tasks and procedures as possible.
- Fill out the **Student Preceptorship Task List** during preceptorship.
- Upon completion of preceptorship, fill out the **Student Evaluation Form** and return along with the **Student Preceptorship Task List**, to the course instructor. \*\* Comments on the back of the Student Evaluation form are greatly appreciated\*\*

## **QUESTIONS PERSPECTIVE PRECEPTORSHIP SITE SUPERVISORS COMMONLY ASK:**

### **1. How long is the preceptorship?**

- Preceptorship I is a minimum of 120 hours and must be completed at a Small Animal Clinical Hospital/Clinic. This preceptorship is usually completed during the summer between the student's first and second year.
- Preceptorship II is a minimum of 120 hours and can be completed at any approved Veterinary Facility (including a small and/or large animal veterinary practice, veterinary emergency clinic, research institute, pharmaceutical company, zoo, wildlife rehabilitation center or other faculty approved preceptorship site). Preceptorship II can be completed during the student's first summer, a January break, **or** during the summer after completing all program courses.
- Both Preceptorship I and II can be completed at the same facility and be completed concurrently.
- The specific preceptorship schedule should be developed based on the needs and availability of the facility and the student.

### **2. Should the student be paid?**

This is entirely between you and the student. Most practices and firms do pay the students. Many believe that they are getting productive work from the student and/or helping to train a potential loyal employee. Also, by providing a "salary" or stipend of some type, many of the questions of liability may be eliminated in some states.

### **3. Are students covered by insurance?**

- **Health Insurance:** Each student is required by the college to have personal health/accident insurance. They must either purchase it through the College or provide proof of coverage by an insurance company/carrier. The student should provide you with information as to their insurance provider.
- **Worker's Compensation:** Employees are covered under the facilities Worker's Compensation insurance policy. If the student is also a paid employee, they would be covered for injuries caused while they were working. Some states allow volunteers to be included on a Workmen's Compensation policy. Check with your insurance carrier to have volunteers added.
- **Malpractice:** The veterinarian's malpractice insurance routinely covers employees. Some policies may cover volunteers. Check with your insurance carrier to have volunteers added.
- **Liability Insurance** is available. The student must complete a Liability Insurance request form, available on Vancko Hall. The completed form must be given to the course instructor prior to the start of the preceptorship experience.

If you have any questions pertaining to insurance coverage you should contact your insurance carrier for your personal health/accident insurance; the State Worker's Compensation Board for employee's; the SUNY Office of Health and Hospitals for students; the American Veterinary Medical Association, or an attorney.

#### **4. If things are not working out can the preceptorship be ended?**

Yes! Since there is NO formal agreement, there is no requirement on anyone's part requiring the preceptorship to continue if problems arise. If this unfortunate situation does occur, the site supervisor and the student are asked to contact us.

#### **5. How are the Preceptorships monitored?**

- You as the site supervisor are asked to evaluate each student on a form that will be provided, adding any additional comments, as you feel necessary. The student must maintain a daily activity/case diary which explains the "Who's, What, Why's and How's" of their day's observations. Please let the student know if there is any information that should not be recorded or shared because of legal or proprietary reasons.
- The student is also asked fill out a site evaluation form upon returning to school. With this information we can evaluate the student's opinion of the site and if they felt they obtained a beneficial educational experience during their preceptorship.
- Students will be assigned to a Preceptorship course faculty/staff member who will be available to visit preceptorship sites, conduct phone conferences with students and sites, monitor student's weekly online journal and answer questions as needed.

#### **6. What are the responsibilities of the student?**

- The student is expected to be an observer and when possible, an active and productive participant. The site supervisor is the sole judge of when observation ends and participation begins.
- The student is expected to conduct her/himself in a professional manner, being punctual, courteous, and receptive to a learning experience. Although the student is there to learn as much as possible, they have been advised not to attempt performance tasks that are outside their expertise (without proper supervision and instruction), illegal or unethical. The student has also been advised to always consider safety of the patient, client, other staff and themselves in the accomplishment of any task.
- You and your staff are asked to provide a professional "on the job" training situation so that the student may observe and when you deem appropriate, actively participate in the everyday activities of the facility. The student should be exposed to as many activities as possible so they may gain an overall insight into an everyday professional situation. Further, you and your staff are asked to assist the student in gaining information by answering questions, providing supervision, and instruction.

#### **7. Are there any formal agreements or contracts?**

There is no formal agreement or contract required between you, the student, or the college. It is purely a voluntary process on your part.

#### **8. Where can I get additional information?**

Web Site – [http://www.delhi.edu/academics/associate\\_degree/vet/index.php](http://www.delhi.edu/academics/associate_degree/vet/index.php)

Or contact Dr. Bret Meckel, Department Chair Veterinary Technology  
[meckelbt@delhi.edu](mailto:meckelbt@delhi.edu)  
607-746-4306

### **Veterinary Science Technology: First Year Courses**

All student preceptors must have completed the following courses with a grade of C or better prior to their preceptorship.

#### Typical First Semester –

BIOL 230 General Microbiology 4 Credits  
VETS 115 Medical Math 1 Credit  
VETS 120 Introduction to Veterinary Science 3 Credits  
VETS 131 Small Animal Care 3 Credits  
VETS 132 Large Animal Care 2 Credits  
VETS 140/BIOL 218 Animal Anatomy and Physiology 4 Credits  
MATH by Advisement 3-4 Credits

#### Typical Second Semester --

CHEM 120 Intro Chem I or  
CHEM 180 General Chem I 4 Credits  
ENGL 100 Freshman Composition 3 Credits  
VETS 160 Intro to Research Animal Tech. 3 Credits  
VETS 171 Pathology and Parasitology 3 Credits  
VETS 180 Clinical Physiology 2 Credits  
VETS 198 Preceptorship Preparation 1 Credit

### **COURSE DESCRIPTIONS**

#### **VETS 115 MEDICAL MATHEMATICS FOR VETERINARY TECHNICIANS**

This course is designed to present the broad spectrum of information commonly referred to as posology, which is defined as the study of dosage in the field of applied pharmacology. This broad spectrum ranges from basic mathematics, elementary algebra, measurements, drug orders, and dose calculations to other calculations. The goal of this course is that each student be confident and capable of calculating correct drug doses regardless of the physical form of the medication.

Prerequisite: Enrollment in the Veterinary Science program

#### **VETS 120 INTRODUCTION TO VETERINARY SCIENCE**

Students are introduced to the terminology and basic scientific concepts necessary for subsequent courses in the Veterinary Science program. Topics include the behavior, biology, and use of certain animal species in veterinary and laboratory animal sciences; pharmacology; diseases in animals; sanitation and contamination control; and the role of the technician in various types of professional practices.

Prerequisite: None

#### **VETS 131 SMALL ANIMAL CARE**

This is a required basic course for all students in the Veterinary Science Technology program and is designed to give students “hands-on” experience prior to beginning the Veterinary Science Preceptorship requirement (VETS 183 and 203). The laboratories emphasize the techniques and equipment which may be used for animal care and restraint and allow students to become comfortable handling various species. An introduction to veterinary nursing procedures which may be applied in a veterinary practice are also presented. Additional morning and afternoon hours are scheduled outside of class to provide required care of companion animals. Lectures introduce students to faculty, staff, facilities, kennel procedures, e-mail, library information systems, posology, nutrition, OSHA and radiation safety standards, study skills, and other topics as deemed necessary.

Prerequisite: Enrollment in the Veterinary Science program or permission of the instructor

### **VETS 132 LARGE ANIMAL CARE**

This is a required basic course for all students in the Veterinary Science Technology program and is designed to give students “hands-on” experience prior to beginning the Veterinary Science Preceptorship requirement (VETS 183 and 203). The laboratories emphasize the techniques and equipment which may be used for animal care and restraint and allow students to become comfortable handling various large animal species. An introduction to veterinary nursing procedures which may be applied in a veterinary practice are also presented. Additional morning and afternoon hours are scheduled outside of class to provide required care of farm animals housed at the College facilities. Lectures introduce students to faculty, staff, facilities, farm procedures, e-mail, library information systems, posology, nutrition, OSHA and radiation safety standards, study skills, and other topics as deemed necessary.

Prerequisite: Enrollment in the Veterinary Science program or permission of the instructor

### **VETS 140/BIOL 218 ANIMAL ANATOMY AND PHYSIOLOGY**

This course provides students in the Veterinary Science Technology program with a basic knowledge of the structural and functional characteristics of the animal body. Instruction is provided through a lecture and laboratory systemic study of the gross and microscopic anatomy and physiology of domestic animals. Lectures and laboratory exercises emphasize an understanding of and appreciation for the organized body and the relationship of its various parts including cells, tissues, organs, and body systems. Microscopic examination of histological slides and use of computer software are employed for the study of tissues and organs. Examination of skeletons, models, prosected canine and feline cadavers, and other preserved specimens is used to study gross anatomical structures. Comparative aspects of other species, including an introduction to avian and reptilian anatomy and physiology, are included. Lecture and laboratory discussions begin the development of and require an understanding and use of anatomical and medical terminology. Lectures and laboratories include discussion and utilization of relevant clinical topics and materials. This course provides the basis and foundation upon which all of the subsequent technical courses are built.

Prerequisite: High school biology and chemistry and enrollment in the Veterinary Science program

### **VETS 160 INTRODUCTORY RESEARCH ANIMAL TECHNOLOGY**

The principles relating to the breeding and use of research animals are introduced. Humane care, ethics, and husbandry practices are also covered. Techniques involving clinical observation and bi methodology along with an introduction to asepsis and surgical technique are practiced in the laboratory.

Prerequisites: VETS115, VETS 120, VETS 131 and 132 (may also be taken concurrently), VETS 140/BIOL 218, and enrollment in the Veterinary Science program or permission of the instructor  
Spring Only

### **VETS 171 VETERINARY PATHOLOGY AND PARASITOLOGY**

This lecture, recitation, and laboratory course introduces students to the study of veterinary pathology and parasitology. The course content conveys and correlates the concepts of normal and abnormal physiology of animal species; the process of disease; basic laboratory diagnostic analysis; and the life cycle, pathogenesis, identification, and control of common parasites in domestic animals.

Prerequisites: VETS 120 and VETS 140/BIOL 218

### **VETS 180 CLINICAL PHYSIOLOGY**

This lecture course expands upon the basic principles of physiology presented in Animal Anatomy and Physiology (VETS 140/BIOL 218) and acts as a bridge to subsequent courses. Selected clinical problems and diseases are presented to stimulate the student technician’s understanding and application of physiological concepts.

Prerequisites: VETS 120, VETS 131 and 132 (may also be taken concurrently), and VETS 140/BIOL 218 or permission of instructor.

### **VETS 198 PREPARATION FOR PRECEPTORSHIP**

This preparatory course is designed to assist students in obtaining a preceptorship that typically takes place between the second and third semester. This course will introduce the variety of facilities that students may solicit for a preceptorship as well as assist them in preparing a cover letter, resume and digital portfolio to submit to potential preceptorship sites. Other topics include but are not limited to, what is expected of students while on their preceptorship and the paperwork that is required for this experience.

Prerequisites: VETS 120, VETS 131, 132, 160, 171, 180 (may also be taken concurrently).

**STUDENT EXTERNSHIP – TASK LIST CHECK-OFF**

**STUDENT NAME:** \_\_\_\_\_

It is recommended to allow students the opportunity to participate in as much as possible on his/her preceptorship. The preceptorship is a valuable teaching tool that allows students to observe and perform skills that a veterinary technician will perform on a regular basis. It is highly recommended to allow the student to perform as many duties as possible to allow them to get a sense of what the field involves. Keep in mind that individual technical abilities will vary depending on the student's experience. It is ideal to allow the student to perform or teach him/her technical skills whenever the opportunity exists.

The following is a recommended list of skills and techniques we like to see our students involved with:

Please indicate on the line as follows: O - Observed P - Performed NA - Not Applicable

**A. RECEPTIONIST/OFFICE PROCEDURES**

- |  |                                   |
|--|-----------------------------------|
| _____ Admitting Patients                         | _____ Telephone                   |
| _____ Discharging Patients                       | _____ Appointment Scheduling      |
| _____ Record Keeping                             | _____ Client Communication Skills |
| _____ Computerization                            | _____ Dispense Medications        |
| _____ Filling Out Forms (Spay, Neuter, Vaccines) | _____ (Other) _____               |

**B. PHYSICAL EXAMS & OFFICE VISITS**

- \_\_\_\_\_ Record Patient History
- \_\_\_\_\_ Ophthalmoscope
- \_\_\_\_\_ Otoscope
- \_\_\_\_\_ TPR's
- \_\_\_\_\_ Weight
- \_\_\_\_\_ Trim Nails
- \_\_\_\_\_ Clean Ears
- \_\_\_\_\_ Apply Ear/Eye Ointment or Drops
- \_\_\_\_\_ Express Anal Sacs

**D. RESTRAINT FOR BLOOD COLLECTION**

- \_\_\_\_\_ Cephalic Species \_\_\_\_\_
- \_\_\_\_\_ Jugular Species \_\_\_\_\_
- \_\_\_\_\_ Saphenous Species \_\_\_\_\_
- \_\_\_\_\_ Femoral Species \_\_\_\_\_
- \_\_\_\_\_ Tail Species \_\_\_\_\_
- \_\_\_\_\_ (Other) \_\_\_\_\_

**E. PERFORM BLOOD COLLECTION**

- \_\_\_\_\_ Cephalic
- \_\_\_\_\_ Jugular
- \_\_\_\_\_ Saphenous
- \_\_\_\_\_ Femoral
- \_\_\_\_\_ (Other) \_\_\_\_\_

**C. ADMINISTER MEDICATIONS**

- \_\_\_\_\_ I.V. Injection
- \_\_\_\_\_ I.M. Injection
- \_\_\_\_\_ S.C Injection
- \_\_\_\_\_ Oral Medications
- \_\_\_\_\_ Fluid Therapy
- \_\_\_\_\_ Reconstitute Vaccine
- \_\_\_\_\_ (Other) \_\_\_\_\_

**RESTRAINT FOR INJECTIONS**

- \_\_\_\_\_ I.V. injection
- \_\_\_\_\_ I.M. injection
- \_\_\_\_\_ S.C. injection
- \_\_\_\_\_ (Other) \_\_\_\_\_

**F. I.V. CATHETER**

- \_\_\_\_\_ Placement
- \_\_\_\_\_ Monitor catheter
- \_\_\_\_\_ Flushing catheter
- \_\_\_\_\_ (Other) \_\_\_\_\_

**G. PHARMACY & DOSING**

- Calculate doses
- Properly read & fill prescriptions
- Proper dispensing labels & directions
- Proper handling of controlled substances
- Drug Inventory
- (Other) \_\_\_\_\_

**I. SURGERY**

- Administer anesthetics
- By what routes \_\_\_\_\_
- Clip and prep
- Scrubbing and gowning
- Proper handling of surgery pack
- Use of autoclave
- Sterilization procedures
- Use surgical instruments
- Sterile techniques

**K. ANESTHESIOLOGY**

- Use of pre-anesthetics
- Endotracheal tube placement
- Emergency procedures (CPR) and crash cart
- Monitoring of surgical planes
- Post-op monitoring
- (Other) \_\_\_\_\_

**M. DENTISTRY**

- Teeth scaling & cleaning
- Tooth polishing

**O. LARGE ANIMAL ASSISTING**

- Explain \_\_\_\_\_
- Catching and haltering animals
- Ultrasonography
- Artificial Insemination
- Other restraint techniques
- (Other) \_\_\_\_\_

**Q. LABORATORY ANIMAL TECHNIQUES**

- Explain \_\_\_\_\_
- Techniques \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**H. LABORATORY**

- Fecals
- Urine
- Heartworm checks
- FELV/FIV checks
- CBCs
- (Other) \_\_\_\_\_

**J. MONITORING EQUIP**

- ECG
- Pulse oximeter
- Capnometer
- Esophageal Stethoscope
- (Other) \_\_\_\_\_

**L. RADIOLOGY**

- Patient positioning
- Personnel Safety
- Use of technique chart
- Develop radiographs
- Record keeping
- (Other) \_\_\_\_\_

**N. HUSBANDRY**

- Feed & water
- Clean Kennels

**P. OTHER TECHNIQUES**

- (Other) \_\_\_\_\_
- Urinary catheters
- Orogastric tube
- Cystocentesis
- (Other) \_\_\_\_\_

Supervisor/Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_