



# VETERINARY ASSISTING

# STUDENT HANDBOOK 2023



# **HCI College Campus Locations**

## **West Palm Beach #2077 (Main Campus)**

1764 North Congress Ave  
West Palm Beach, Florida 33409  
(561) 586-0121 Office  
(561) 471-4010 Fax

Administration: Suite 200

Registration, Admissions & Financial Aid:

1760 North Congress Avenue  
Suites 101 and 102

## **Fort Lauderdale #5625 (Branch Campus)**

1201 West Cypress Creek Road, Suite 101  
Fort Lauderdale, FL 33309  
(954) 626-0255 Office  
(754) 701-7318 Fax

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## INTRODUCTION

Welcome to HCI College Veterinary Assisting Program!

The faculty and staff at HCI College wish you much success through pursuing your goal to become a valued member of the veterinary profession. This is a very satisfying and stimulating career for all animal lovers. The Veterinary Assisting Handbook provides some emphasis on important information (in no particular order) in addition to the College Catalog, HCI website, and the online platform for students in HCI Veterinary Assisting program to review and follow.

Students are responsible for becoming familiar with all the information contained in the HCI College Catalog, Veterinary Assisting Student Handbook, all syllabi, and rules and expectations. **The student should retain and refer to these documents throughout the duration of the program.** Students will receive copies of revised policies and procedures and/or revised editions, as applicable.

If you have questions about the information contained in the Catalog or the handbook please talk with a faculty member, the Veterinary Assisting Program Director, or the Dean of Academic Affairs.

Best Wishes,

*The HCI College Veterinary Assisting Department*

## HISTORY AND PHILOSOPHY

HCI College was founded in 1993 as Health Career Institute (HCI). Initially, American Heart Association (AHA) courses were conducted on a custom basis for physicians, nurses, and EMS providers. In 2016, HCI was granted the ability to award qualifying students Federal Student Aid from the US Department of Education. In 2017, HCI added a branch campus in Lauderdale Lakes. In 2019, HCI moved its Lauderdale Lakes branch to a newly remodeled facility in Fort Lauderdale. At the same time, due to the commitment to providing quality higher education to the communities we serve, Health Career Institute underwent a name change. Health Career Institute became as it is known today, HCI College. HCI College is a private postsecondary educational college accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). HCI College's mission is to provide educational training that prepares students to enter the workforce. The College offers general education and professional programs at the diploma, Associate of Science Degree (A.S.) and Bachelor of Science (B.S.) levels in the fields of healthcare, nursing, and emergency medical services (EMS). These programs are designed to instill knowledge and skills under the current standards of professional practice as well as foster the values of higher education and social responsibility.

In 2021 HCI College introduced the Medical Assisting (MA) Diploma program. The Medical Assisting program will offer incoming entry level students an opportunity to gain medical and administrative knowledge and hands on skills, forwarding them the ability to work in various medical settings such as physician practices, hospitals, urgent care centers, to name a few.

## MISSION STATEMENT

HCI College is dedicated to providing education to students preparing them for a career in Medical Assisting and other healthcare related careers. HCI provides a student-centered environment consistent with its core values of preparing graduates to apply their knowledge and critical thinking skills, succeed in employment, advance in their careers, and to serve the community.

## GOALS

At HCI College, our aim is to provide our students with an education whereupon graduation, they are equipped to confidently enter the work force, and to successfully engage and compete with their peers and colleagues.

Our dedicated faculty and staff continually seek to improve our environment, skills, and professionalism to ensure that our mission is accomplished. By proactively pursuing our vision we will be able to accomplish our goals.

## ACCREDITATION, CERTIFICATIONS, LICENSES, & MEMBERSHIPS

### Accredited by:

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The Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

#MO72133 West Palm Beach (WPB) & #BR072560 Lauderdale Lakes (LL) (Branch of WPB)

### Licensed by:

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Commission for Independent Education (CIE) Florida Department of Education (FLDOE)

325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400

(850) 245-3200, (888) 224-6684

#2077 West Palm Beach (Main Campus) & #5625 Lauderdale Lakes (Branch of WPB)

## DRESS CODE

### Required Uniform:

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- Scrub top and bottom with HCI logo.
- White or black athletic-type shoe (**no open toes, no sling-backs, no clogs, no Crocs**).
- ID badge is required to be worn at all times.
- Student uniforms must always be clean and neat, properly maintained and appropriately laundered and pressed.
- Good hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be commensurate with a professional presentation.
- Trimmed hair, beard, moustache, sideburns
- **No visible tattoos:** tattoos that may be visible must be covered
- **Body piercing:** One small stud permitted per ear lobe (no larger than ¼"); no other visible piercings are allowed (**no hoops or dangling earrings**). This includes all facial piercings including but not limited to tongue, nose, eyebrow, ear cartilage or other visible piercings.
- **Jewelry:** solid metal wedding/commitment bands only; dangling earrings are not permitted; single, simple necklace is permissible as long as it does not extend over uniform (certain jewelry may not be permitted in certain externship sites such as mental health and pediatrics).
- **Nails:** short, clean, and well-manicured (**not beyond tip of finger**); no nail polish, décor/jewelry, artificial or acrylic nails.
- **Hair:** Must be clean, neat, trimmed, off the collar, away from the face and secured (must not fall forward when bending over) with bangs no longer than eyebrows; securing devices must be simple/non-ornamental, preferably matching the hair color. Hair must be of a natural color.
- **No artificial eyelashes are permitted.**
- Any additional clothing, (i.e. a sweater) must be in solid colors with no writing, words, or offensive pictures. Long or short-sleeved shirts worn **under** scrub tops. No pullover sweaters. Scrub top must be visible.
- Students must also follow the externship facility's dress code during externship assignment, in addition to the college policies.
- Gum chewing is inappropriate, unprofessional and is not permitted at any time while in uniform.

- Smoking is not permitted at any time while in uniform. Students who are smokers will be required to practice meticulous hand hygiene prior to client contact.
- Some agencies may require their own identification badges in addition to the one issued by the College. ID badge must be visible at all times.
- Lanyard (necklace) badge holders are not permitted in order to ensure the safety of the student.
- Students who must wear a head covering and/or long sleeves due to religious preference or doctors order are to do the following:
  - Wear a white or black covering and if long, tuck it into the neck of their top.

**NOTE:** Faculty reserves the right to determine that an individual student's appearance may be inappropriate; accordingly, inappropriate attire may result in that student being dismissed from the externship or academic setting.



## **ATTENDANCE**

Regular and punctual attendance in classes, labs and externship/simulation learning experiences is expected of all students and are important aspects of meeting the objectives of the Veterinary Assisting courses. Refer to the course syllabi for additional details.

## **IMPORTANCE OF MEDICAL TERMINOLOGY**

The NAVTA AVA Essential Skills for Veterinary Assistants do not include specific requirements for medical terminology courses. However, we have included the Medical Terminology course in the program because we believe this course provides the basis for all the courses in this profession. We need to communicate with a clear understanding about anatomy and physiology, disease diagnostics, treatments, and general information in veterinary practice with co-workers and with pet owners. This course provides the basics of terminology that is a part of every course in this program. Use your study time to review the Key Terms at the beginning of every chapter of the textbook. Also, participate in the Quizlet exercises online with every course. Consider medical terminology a lifelong learning process that you add to every day.

## **CLASS MATERIALS**

In order to complete some assignments and to participate in the online portion of the course, a student must have Internet access. Students should receive their laptops within the first week of the class. Students may use the computers in the library until they receive their laptops. The student must use the college email account for all communications with the faculty or other campus personnel.

## **CLASS PROJECT**

Each module may have a course project which will be described in the syllabus.

## **WORK ETHICS**

HCI instructs and evaluates students on work ethics in all programs of study. Some work ethics traits that have been identified and defined as essential for student success are as follows. Appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. As a student in this HCI program, you will be expected to adhere to the highest standards of such character traits in your behavior as well as your coursework.

## **CLASSROOM EXPECTATIONS**

Students are expected to come to class on time and ready to participate. They should wear the appropriate uniform during class and lab time as well as their nametag or student ID tag. Classroom etiquette is very important and must be observed and respected by all students. For instance, students are not to put their head down on the bench during the class as they may appear to be dosing off to others. No eating or drinking other than from sealed water bottles/packages. Adequate break time will be provided to have a snack or get up and move around. Talking, texting, reading emails and any other distracting activity is not permitted. Be sure to turn

off or silence cell phones, beepers, or pagers during class/lab time and place them in a purse, or backpack under the desk except for classroom exercises that may require phone usage such as Kahoot or Google Classroom.

## GRADING AND EVALUATION

Student's grades will be based on classroom participation, homework, in-class assignments, possible projects, and tests. The course grade will be computed according to the course syllabus for each course.

### HCI Grading System

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Student performance is recorded in grades as follows: Student performance is recorded in grades as follows:

A	=	90-100	=	4 grade points	Excellent
B	=	80-89	=	3 grade points	Very Good
C	=	70-79	=	2 grade points	Good
D	=	60-69	=	1 grade points	Poor
F	=	0-59	=	0 grade points	Failure
I	=	Incomplete			
T	=	Transfer			
AU	=	Audit			
P	=	Pass	<i>*For certain designated courses only. See Course Descriptions below</i>		
NC	=	No Credit			
R	=	Re-Take			
NS	=	No Show (Does not calculate into attempted credits)			
W	=	Withdrawn (Withdrawal at student's request)			
Z	=	Withdrawn (Withdrawal before add/drop period)			
TR	=	Internal grade used by the College to indicate a transfer of shift			

Note: The College will utilize D. and F. grades on transcripts. D. and F. grades do not fulfill graduation requirements. Students who have earned D. and F. grades on their transcripts must repeat the course and pass with the appropriate grade in order to fulfill graduation requirements.

## ACCOMODATIONS

### The Americans with Disabilities Act of 1990 – The Rehabilitation Act of 1973, Section 504

HCI College recognizes and accepts its obligations under The Americans with Disabilities Act (ADA) of 1990 and The Rehabilitation Act of 1973 prohibiting discrimination on the basis of a disability and requiring that reasonable accommodations be provided to qualified disabled students in all programs and activities within the control of the Institution, provided such accommodation would not impose an unreasonable burden on the College or other students.

Determination of reasonable accommodations and compliance with the ADA and Rehabilitation Act for students are managed by the Office of the President. No student shall be retaliated against for seeking accommodation under this policy or for participating in good faith and in a reasonable manner in any review procedures concerning HCI College for its alleged noncompliance with The Americans with Disabilities Act of 1990.

#### **The following individual is HCI College's Section 504 Coordinator:**

Celeste Blackwell

Senior Vice President of Academic Affairs

HCI College, 1764 N. Congress Avenue

West Palm Beach, FL 33409

**Telephone:** (561) 586-0121

**Fax:** (561) 471-4010

**Email:** [celesteblackwell@hci.edu](mailto:celesteblackwell@hci.edu)

## ACT VIDEOS

Some portions of the course may include scenarios and videos provided by Animal Care Technologies. These items will be assigned as appropriate and specific to each subject area or topic. The videos may require more than just watching one time. It is suggested that the student fully watch the video once, then watch it for a second time taking notes or jotting down questions for the next onsite session. Student should also create a vocabulary list for terms introduced in each video.

## PARTICIPATION

All students are encouraged to attend class regularly with enthusiasm and to complete all course assignments on a timely basis. Attendance is essential for success in the class, as participation is measured in class, and information covered during class lecture and discussion are essential to understanding the concepts in this course.

## ABSENCES

Any material missed as a result of absences is the responsibility of the student and should be obtained from classmates. If you know you are going to be absent for some reason, inform the instructor in advance and turn in written assignments ahead of time whenever possible.

## **LATE WORK AND MAKEUP POLICY**

Any class not attended detracts from the overall instruction being offered. Normally, instructors will make arrangements on the student's time, outside of class, to make-up tests or other missed work at their discretion for excused absences. It is the responsibility of the student to contact each instructor and make appropriate arrangements before the next class meeting to complete any missed work. Tests and homework submitted after the due date will receive point reductions in grades for each day following the due date. If a test is not taken within four days after returning to class, a grade of zero may be recorded.

Quizzes that are missed may be scheduled for make-up at the sole discretion of the instructor.

## **CLASS FORMAT**

Post-secondary coursework requires that the student spend at least two hours of study time outside of the class time, for each hour of lecture received. Adequate time outside of class is necessary to prepare for classroom instruction, laboratory work, assignments, exams, and projects. Students should read textbook chapters prior to their being discussed in class, and they should come to class with all assignments complete and ready for discussion. Students must study for exams and quizzes, as well as review the principles required prior to attending laboratory settings. The textbook, assignments, projects, quizzes, and/or exams referenced in the course syllabus demonstrate the types of class preparation activities that are completed during this class preparation time.

## **TUTORING**

Individual assistance may be scheduled on a case-by-case basis with instructors.

## **LIBRARY RESOURCES**

HCI Library provides students access to books, periodicals, and electronic resources. Students are encouraged to use the Library for class research projects. Help with research and projects are available within the Library. Computers are available for student use. A student ID is required in order to check out any materials from the library. A self-service, black and white copier/printer is also available in the library.

## **ACADEMIC SUCCESS**

All program courses in the Veterinary Technician Program must be completed with a grade of "C" (70%) or better in order to graduate. Students are required to repeat courses with grades of "D" or "F" and will be charged tuitions and fees for repeats. Students must meet Satisfactory Academic Progress (SAP) to stay enrolled in college and be eligible for Financial Aid (refer to catalog for details on SAP, FA Warning, Dismissal, and Appeal processes). If a student is unsuccessful in a course the student may have to wait until the course is offered again for a retake.

## VETERINARY ASSISTING DIPLOMA PROGRAM OVERVIEW

The diploma program in Veterinary Assisting is designed to prepare students for entry-level employment as an assistant to a veterinarian or veterinary technician. The program will provide students with a foundation of knowledge in ethics and law, animal anatomy and physiology, medical terminology, and animal care activities. Through hands-on learning, students will learn to keep medical and imaging records, offer client education, assist with nursing duties, prepare for surgeries, and assist in a routine exam. This program includes an externship experience. Upon successful completion of the program a diploma is granted.

### Veterinary Assisting Program Courses:

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Course Code	Course Description	Credits
VAT100	Introduction to Veterinary Assisting	4
VAT110	Medical Terminology	4
VAT120	Anatomy and Physiology	4
VAT130	Laboratory Procedures	3
VAT140	Pharmacology	3
VAT150	Radiology	3
VAT170	Veterinary Clinical Procedures	3
VAT180	Hospital and Surgical Procedures	3
VAT200	Externship	4
SLS110	Career Preparation	4

**NOTE:** Refer to the College Catalog for course descriptions and program details.



## **Veterinary Assisting Student**

### **ACKNOWLEDGEMENT OF RESPONSIBILITIES**

*By initialing the following, the undersigned student acknowledges receipt of the materials listed and agreement to abide by the policies contained within the current HCI College Catalog.*

\_\_\_\_\_ HCI College Admission Documentation, Externship/Classroom Skills Training, and Attendance Policy.

\_\_\_\_\_ Current HCI College Veterinary Assisting Student Handbook.

\_\_\_\_\_ I understand that I am to only function under the direct supervision of the site manager during all externship experiences.

\_\_\_\_\_ I understand that I will not be used to meet staffing requirements at the externship agency.

\_\_\_\_\_ I understand the passing grade for any Veterinary Assisting course is outlined in the appropriate syllabus.

\_\_\_\_\_ I acknowledge that I have been fully advised that my program of study may require exposure to blood and body fluids while performing universal precautions; as well as conducting myself in a professional manner by attending externship sessions on time. I further acknowledge my responsibility to only perform the above activities under direct supervision of the site manager.

\_\_\_\_\_ I agree to hold HCI College harmless for any and all consequences (including transmission of blood borne pathogens) of such participation which are not the fault nor within the control of HCI College.

\_\_\_\_\_ I acknowledge my responsibility under federal applicable law and agree to keep confidential any information regarding externship facility patients, as well as any other confidential information of the facility. I agree, under penalty of law, not to reveal to any person or persons except authorized externship staff and associated personnel, any specific information regarding any patient. I further agree not to reveal to any third party any confidential information from the facility.

\_\_\_\_\_

\_\_\_\_\_ I understand that I cannot be subject to call/duty in any way during didactic, skills, or externship portions of the program.

\_\_\_\_\_ I understand that I must have my HCI College student badge visible at all times while serving in the capacity of an HCI College Veterinary Assisting student.

\_\_\_\_\_ I understand that it is my responsibility to review the Veterinary Assisting Student Handbook in its entirety and seek clarification on any questions, concerns or points in which I need clarification.

\_\_\_\_\_ I understand that the Veterinary Assisting Student Handbook may be amended and/or changed during my enrollment.

\_\_\_\_\_ In the event of any change or amendment during my enrollment, I will receive notification of the changes. I understand that it is my responsibility to review the changes and/or amendments in their entirety. I will seek clarification on any questions, concerns, or points for which I do not understand.

\_\_\_\_\_ I understand that it is my responsibility to follow all policies and procedures as outlined.

\_\_\_\_\_ I understand if I fail to adhere to the requirements, I may be withdrawn or receive a failure for the course.

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***I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS DOCUMENT. FURTHERMORE, I UNDERSTAND THAT FAILURE TO MEET AND COMPLY WITH THE REQUIREMENTS OF THIS PROGRAM MAY RESULT IN MY TERMINATION FROM THE PROGRAM.***

\_\_\_\_\_ Student Printed Name

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Instructor/Witness Name

\_\_\_\_\_ Instructor/Witness Signature

\_\_\_\_\_ Date