

VALLEY COLLEGE

Student Catalog Addendum

Addendum Date: June 4, 2021

Expected Effective Date: 5-24-2021 (Practical Nursing) and 6/7/2021 (Veterinary programs)

Effective Date of Catalog: 03/20/2021

The following changes have been made to the Practical Nursing program

Approximately on Page 45 the following language should be replaced the information in the Catalog:

Please replace the existing language on starting on Page 12 in the section identified as Additional Prerequisites Information (Requirement/Recommendations by program. Effective date 5/24/2021

Practical Nursing Program Additional Requirements: (offered at Valley College – Cleveland)

In addition to the admissions requirements for all students, the Practical Nursing students must also meet the following requirements (at a minimum) to participate clinical experiences in actual medical settings before they start their clinical experiences. Clinical Preceptorship sites do not always have the same requirements and requirements and recommendation of the sites may be subject to change. Valley College strives to provide students with the most up-to-date requirements for clinical sites at Orientation and at different checkpoints during the students' program.

1. Valid photo identification demonstrating United States citizenship or permanent residency status of the United States.
2. Age Requirement: A student must be 18 years old or older to participate in the program.
3. Criminal Background Check (BCI) results: Students in the Practical Nursing program are required to submit to a State BCI and/or FBI national criminal background check. If the student is a lifelong resident of Ohio, the student will be subject to the Ohio criminal background check (BCI). If the student is not a lifelong resident of Ohio, the student will be subject to the FBI (national) background check. Some sites may require both the BCI and FBI background checks.
4. **The student is advised to initiate the BCI process by the end of the Start Period (the first twelve calendar days from the class start date).** The student is responsible for all necessary fees associated with the background check. The students must go to a Valley College approved site. The results are sent directly to the school. The school must receive the criminal background check results back **prior to start of the first clinical course if the student is scheduled to take.** If the background comes back with a record that will disqualify the student from participating in the clinical portion of the program, the student will be dismissed from the program. There are NO REFUNDS for completed course work.
5. Observed drug screen: All students in the Practical Nursing program are required to submit to an Observed rapid 10-panel drug screen prior to the participating in the clinical portion of the program. **The student is advised to initiate this process by the end of the Start Period (the first twelve calendar days from the class start date).** The student is responsible for all necessary fees associated with the drug screenings. The students must go to a Valley College approved testing site. The results are returned to the school. Valley College must receive an acceptable report prior to the student starting the clinical portion of the program. If the report results disqualify the student from participating in the clinical portion of the program, or the student will be dismissed from the program. There are NO REFUNDS for completed course work. Valley College may refer to the Observed 10-panel rapid drug screen⁴ or urinalysis as Observed drug screen in the Student Catalog and other documents.
6. Common communicable disease immunization record: **Students are advised to initiate the process for obtaining the immunizations, titers, and/or boosters by the end of the Start Period (the first twelve calendar days from the class start date).** The student must provide a copy of written documentation from their healthcare provider that all requirements are met **prior to start of the first clinical course if the student is scheduled to take.** results back. The student is responsible for all necessary fees associated the immunization and other health related requirements.
 - TB (PPD): All students in the Practical Nursing program are required to provide proof of TB test (PPD skin test or chest x-ray) with a negative reading. TB tests are good for one year. If a student's TB test results expire before he or she finishes the program, the student must repeat the test.
 - Proof of (a) a complete (3 injection series) Hepatitis B Vaccination/Booster or (b) a serum titer confirming immunity. Hepatitis B series: **Dose 1:** The student is strongly advised to start the series by the program's start date. The student is to show proof that he/she has initiated the series. **Dose 2:** The second injection is given one month after the first dose. **Dose 3:** The third injection is completed six months after the first **dose.** The student must sign a **waiver** acknowledging he/she may not be fully immunized, if the Hepatitis B series is not complete.

- Proof of (a) one (1) Measles, Mumps and Rubella Vaccination (MMR) or (b) a serum titer confirming immunity to each disease or (c) proof that the student was born prior to January 1, 1957 (and/or) Proof of boosters if no immunity is shown.
- Proof of (a) a second Measles Vaccination (may be a part of a second MMR) or (b) a serum titer confirming immunity or (c) proof that the student was born prior to January 1, 1957, (and/or) Proof of boosters if no immunity is shown.
- Proof of Tetanus vaccination within the last 10 years.

Recommendations: It is recommended that applicants also provide written documentation from their healthcare provider for:

- Proof of Varicella (Chicken Pox) immunity as shown by (a) physician documented history of the disease or (b) documentation of two immunizations or (c) a serum titer confirming immunity and proof of Booster if there is no immunity shown.
- Proof of Influenza immunization (This may be a seasonal requirement).

Furthermore, students who do not provide proof that they have the recommended vaccinations, titers and/or boosters may be required to follow different protocols or procedures while performing certain medical proficiency checkpoints in the classroom or at a clinical site. For example, if you can't get the flu vaccine due to allergic reactions, you may be required to wear a mask and or other PPE deemed necessary by the clinical site throughout your rotation. If a clinical facility has additional specific requirements for their site, failure to adhere to those requirements will lead to the student being dismissed from that site and possibly being administratively removed from the program if another placement is not possible.

The student is reminded that any vaccinations and/or immunizations or additional clinical specific requirements are not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by each student. Graduates from other Valley College programs will be required to complete the Admission Requirements listed above to be considered for entry into the PN program.

Failure to show Proof of Criminal Background Check (BCI/FBI), Drug Screening Results, and/or Immunizations/Titers/Boosters

Students who **fail** to show proof that they have initiated their Criminal Background Check/Federal Background Check, Drug Screening and/or Immunization/Titers/Boosters by the end of the Start Period) may be reclassified as a No-Start status and withdrawn from the program. Please see the Refund Policy.

Valley College may share the results of the background check, drug screening and immunization/vaccination records with the designated contact person at the clinical site. Based on the guidelines of the site, a student may or may not be accepted at their site. If, the student is not accepted by the site or if while the student is participating in clinicals, the assigned site denies the student's participation for any reason, the student will be removed from the site at least temporarily until the situation has been investigated by the College and the issue has been resolved. If the student cannot return to a clinical site and be allowed to make up missed time, the College has no other choice but to terminate the student. The student would have the opportunity to appeal the decision in writing to the campus' Practical Nursing Program Administrator.

Applicants should make an informed decision about whether to participate in a program that requires state criminal background check (BCI) or a FBI national criminal background check, an Observed 10-panel rapid drug screen(s) or urinalysis, and immunizations/titers/boosters records. In addition, due to the physical requirements (able to lift and/or carry over 50 pounds frequently), attendance and academic standards, Valley College strongly recommends that applicants who have physical limitations (including but not limited to physical disabilities, pregnancy in cases where physical limitations may be advised or prescribed, or other physical constraints), learning disabilities, or any other restrictions that would prevent the student from participating fully and successfully completing the program, not enroll in the program unless they provide documentation from their healthcare provider that states that the individual can complete all of the required class procedures without restrictions.

Please replace the existing language on starting on Page 42 in the section identified as Attendance Policies. Effective date 5/24/2021

Students, in programs other than the Practical Nursing programs who are absent or tardy for any reason are expected to make up the class time and academic work. Attendance is tracked and rounded to the nearest fifteen (15) minutes, **for all programs except the Practical Nursing program.** Instructors take class attendance daily and record the attendance electronically in the student management system. The students' attendance percentages are tracked by Valley College staff.

Practical Nursing program attendance requirements are stricter because the program must adhere to Ohio Board of Nursing rules/standards. Students in this program are required to make up all missed class time. **The Practical Nursing program student is considered tardy (late/absent) after seven (7) minutes. Academic work must be made up as per the direction of the instructor.** Class instructors take class attendance daily and record the attendance electronically in the student management system. Based on supporting documentation, the instructor will determine if an absence is coded as excused or unexcused. Even though an unexcused absence must be made up, the hours that are made up do not cancel the unexcused absences. A student may only have 24 unexcused absences during their tenure as a Practical Nursing student. The students' attendance percentages and unexcused absences are tracked by Valley College staff.

Please replace the existing language on starting on Page 43 in the section identified as Attendance Policies for Practical Nursing diploma program. Effective date 5/24/2021

Attendance Policy for Practical Nursing and How Missed Class Time or Late Submission of Assign Work Affects Grades for the Practical Nursing diploma program.

In addition to the general attendance policy, the Practical Nursing student must adhere to the additional rules/requirements that is a described in the Valley College Practical Nursing Handbook. Students are provided with a link to this handbook prior to Orientation. A paper copy of the handbook is available upon request. (Go to the <http://valley.edu/catalog> web page and click on Practical Nursing Student Handbook)

General information on Absence, Supporting Documentation and Unexcused Absences

The student must complete 924 hours of training. Students are strongly discouraged from missing class time. The students should inform their instructor (**or her designee**) if the student will miss class due for any reasons. Even though this communication may initially be verbal or electronic (email/text), **the student is required to provide** supporting documentation in paper format within a designated period, usually the next school day. The student is responsible for arranging a meeting with their instructor to discuss make up class time and missed assignments, tests and/or quizzes. **Failure to provide the supporting documentation will result in the absence being classified as an unexcused absence. If a student accumulates over twenty-four (24) hours of unexcused absence during their tenure as a student, they may be terminated from the program.**

The Practical Nursing program is a blended program. Some of the courses are designed to be delivered online. Others may have an online component and require students to take their labs/clinical on campus. Online classes (or segments of classes that) are taught via Moodle which allows attendance to be tracked via the submission of assignments, discussion questions, participating in live lectures or pre-record lectures, and student/instructor in-platform messaging.

Core Nursing Classes – with the NUR prefix and have Clinical hours have strict attendance policies and make-up time may be restricted or not available. The Clinical sites dictate when (if any) clinical hours can be made up at their sites. A student is not guaranteed that they will be able to make up time. A student must contact their clinical site and their instructor prior to their expected absence including if they will be late arriving to work. A written excuse is generally required. The instructor has the

discretion whether to allow a student to turn in tests, quizzes, in class assignments, and/or competencies after the original submission date. The instructor has the right to impose point deductions for any work submitted after the original submission date. If the student fails to turn in the work by the designated new submission date, the instructor may award a zero for the work.

Non-core Nursing courses may have a more liberal attendance policy, and students should be able to make up time on scheduled Fridays. Make-up time for these courses depends on faculty availability and students are not guaranteed that they will be able to schedule missed class time. Missing class time or late submission of assigned work can adversely impact a student's grade. In general, for non-core Nursing courses, the instructor has the discretion whether to allow a student to turn in tests, quizzes, in class assignments, and/or competencies after the original submission date. The instructor has the right to impose point deductions up to 10% for any work submitted after the original submission date.

Attendance Check Point

Students are required to have 840 total hours of attended hours, equally distributed to represent 100% attendance based on scheduled hours in all previous coursework to enter NUR140. If students do not meet these hour requirements, they will be placed on Retake status until hour requirements are met. The students will be provided with more information regarding the requirements on making up hours during a student academic coaching session prior to when they are placed in the Retake status. If the student does not make up the missing hours within the designated make-up time, the student may be withdrawn from the Practical Nursing program.

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 The following changes have been made to the **Veterinary Assistant and Veterinary Technician programs**. The programs have been modified. The changes include a clearer definition of prerequisites for the program.

Program Outline Revisions are highlighted in red font. Effective June 7, 2021

(Page 78)

Veterinary Assistant Diploma

<https://valley.edu/programs/veterinary-assistant-diploma/>

Credential: Diploma / Approved to be offered as a Blended program Selected courses are taught online. / Valley College – Cleveland (OH) branch campus

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Delivery Method	Semester Credits	Contact Hours	Lecture Hours	Lab Hours
1	MED123	Veterinary Terminology	Campus	3.0	60.0	30.0	30.0
1	BIO100	Biology	Campus	3.0	60.0	30.0	30.0
1	VTA105	Veterinary Medical Office Procedures	Campus	2.0	60.0	0.0	60.0
2	COM110	Foundations of Communication	Online	4.0	60.0	60.0	0.0
2	ENG116	College Writing	Online	4.0	60.0	60.0	0.0
2	VTA115	Avian, Exotic & Small Mammal Procedures	Campus	2.0	60.0	0.0	60.0
2	VTA110	Veterinary Anatomy & Physiology I	Campus	4.0	60.0	60.0	0.0
3	VTA111	Veterinary Anatomy & Physiology II	Campus	4.0	60.0	60.0	0.0
3	VTA210	Veterinary Clinical Pathology	Campus	2.0	60.0	0.0	60.0
3	VTA225	Animal Laboratory & Techniques I	Campus	2.0	60.0	0.0	60.0
		TOTALS		30.0	600.0	300.0	300.0

Additional Out-of-Class hours should be expected to include assignments and reading.

Veterinary Technician – AAS

<https://valley.edu/programs/veterinary-technician/>

Credential: Associate of Applied Science Degree / Approved to be offered as a Blended program Selected courses are taught online. /Valley College – Cleveland (OH) branch

Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Delivery Method	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	
1	MED123	Veterinary Terminology	Campus	3.0	60.0	30.0	30.0	0.0	
1	BIO100*	Biology	Campus	3.0	60.0	30.0	30.0	0.0	
1	VTA105	Veterinary Medical Office Procedures	Campus	2.0	60.0	0.0	60.0	0.0	
2	COM110*	Foundations of Communication	Online	4.0	60.0	60.0	0.0	0.0	
2	ENG116*	College Writing	Online	4.0	60.0	60.0	0.0	0.0	
2	VTA115	Avian, Exotic & Small Mammal Procedures	Campus	2.0	60.0	0.0	60.0	0.0	
2	VTA110 ⁺	Veterinary Anatomy & Physiology I	Campus	4.0	60.0	60.0	0.0	0.0	
3	VTA111 ⁺	Veterinary Anatomy & Physiology II	Campus	4.0	60.0	60.0	0.0	0.0	
3	VTA210	Veterinary Clinical Pathology	Campus	2.0	60.0	0.0	60.0	0.0	
3	VTA225	Animal Laboratory & Techniques I	Campus	2.0	60.0	0.0	60.0	0.0	
4	VTA200	Small Animal Applications	Campus	2.0	60.0	0.0	60.0	0.0	
4	VTA205	Large Animal Applications	Campus	2.0	60.0	0.0	60.0	0.0	
4	VTA220	Principles of Veterinary Pharmacology	Campus	3.0	60.0	30.0	30.0	0.0	
4	MAT125*	College Math	Campus	3.0	60.0	30.0	30.0	0.0	
5	VTA226	Animal Laboratory & Techniques II	Campus	2.0	60.0	0.0	60.0	0.0	
5	VTA230	Animal Anesthesia	Campus	2.0	60.0	0.0	60.0	0.0	
5	VTA240	Surgical Procedures & Asepsis	Campus	2.0	60.0	0.0	60.0	0.0	
5	PSY102*	General Psychology	Online	4.0	60.0	60.0	0.0	0.0	
5	ISD210*	Advanced Ethical Standards & Dilemmas	Online	4.0	60.0	60.0	0.0	0.0	
6	VTA235	Principles of Veterinary Radiology Applications	Campus	2.0	60.0	0.0	60.0	0.0	
6	VTA245	Surgical & Dental Procedure	Campus	2.0	60.0	0.0	60.0	0.0	
6	VTA215	Large Animal Clinical Applications	Campus	2.0	60.0	0.0	60.0	0.0	
7	VTA250	Veterinary Technician Externship	Campus/Site	5.0	240.0	0.0	0.0	240.0	
		*Denotes General Education Courses (ACCSC and OHDE)		Totals	65.0	1560.0	480.0	840.0	240.0

+Denotes Applied General Education Courses (ODHE)

Additional Out-of-Class hours should be expected to include assignments and reading.

Course Descriptions for courses that have been modified to show the pre-requisite.

(pages 111, 120 -121)

VTA110 - Veterinary Anatomy and Physiology I

4.0 Semester Credits

Pre-requisite: BIO100

Veterinary Anatomy and Physiology I provides students with essential principles and concepts that focus on animal anatomy and physiology. This course will include topics that relate to veterinary medicine. Students will also be introduced to major body systems that will include specific attention to the structure, function, and the related conditions of each system. Body systems that will be covered include: integumentary system, skeletal system, muscular system, immune system, blood and lymph, and the reproductive system.

VTA111 - Veterinary Anatomy and Physiology II

4.0 Semester Credits

Pre-requisite: BIO100 and VTA110

Veterinary Anatomy and Physiology II builds on concepts in VTA110 and provides students with essential principles and concepts that focus on animal anatomy and physiology and other key topics related to veterinary medicine. Students will be introduced to major body systems that will include specific attention to the structure, function, and related pathology of each system. Body systems that will be covered include the nervous system, sense organs, cardiovascular system, respiratory system, urinary system, endocrine system and digestive system.

VTA200 - Small Animal Applications

2.0 Semester Credits

Pre-requisite: VTA110 and VTA111 Student must have passed both VTA110 and VTA111 before taking this class.

Small Animal Theory provides students with the essential concepts associated with the different life stages of companion animals. In coordination with each life stage, students will study common diseases and treatments along with animal behavior, dietary needs, and preventative health care. Companion animal breeds will be introduced in this course. Finally, the students will be introduced to educating the client and zoonotic potential.

VTA226: Animal Laboratory Techniques II

2.0 Semester Credits

Pre-requisite: VTA225 Student must have passed VTA225 before taking this class.

Animal Laboratory Techniques II enables the student to conduct an in-depth study of urinalysis, hematology and chemistries. Students will focus on laboratory procedures that include urinalysis, Gram Stains, CBC and chemistries. In addition, students will also learn how maintain and utilize a variety of laboratory equipment utilized in the field. Students will prepare and practice IV catheters and CPR. Students will also learn proper documentation of specimens, completion of requisition forms, and storage of collected specimens. Finally, students will learn necropsy preparation and procedure.

VTA230: Animal Anesthesia

2.0 Semester Credits

Pre-requisite: VTA220 Student must have passed VTA220 before taking this class.

Animal Anesthesia introduces the principles of general and local anesthesia of small and large animals. This course provides the knowledge necessary to monitor the effects of various pre-intra- and post-operative anesthetic agents to safely assist in all anesthetic procedures. The focus will be to effectively manage the patient through all phases of anesthesia. This course includes basic properties and actions of various types of anesthetic protocols and anesthetic agents, administration of drugs including the recognition, treatment and prevention of drug emergencies. Students will become familiar with OSHA rules and regulations, maintaining controlled substance logs and anesthetic equipment, patient monitoring, CPR, and post-anesthetic client education.

VTA245: Surgical and Dental Procedures

2.0 Semester Credits

Pre-requisite: VTA240 Student must have passed VTA240 before taking this class.

Surgical and Dental Procedures will provide students with the ability to combine their foundational knowledge of anesthetics and surgical procedures. The focus will be on anesthetic protocols, calculations, indication and contraindications of anesthetic agents and evaluation of blood work. The student will learn how to present the patient case to the Veterinarian for final approval prior to surgery. Students will learn how to conduct surgical rounds with an emphasis on patient safety in a lab-based setting. The student will be the lead monitor on patient's pre-intra- and post-operatively in all surgical and dental cases. The student will perform Dental Prophylaxis on canines and felines with a focus on dental procedures and dental radiographs. In addition, students will learn how to educate patients on proper go-home instructions. CPR and emergency care for companion animals will be included in this course.

VTA250: Veterinary Technician Externship

5.0 Semester Credits

Pre-requisite: Student must have passed all VTA courses and general education courses that were scheduled prior to VTA250.

(240 Externship Hours) This course is scheduled to be completed in 8 weeks.

Veterinary Technician Externship provides students with an opportunity to be assigned to a suitable veterinary hospital, clinic, or other animal facility where they will demonstrate the core competencies that they learned throughout the Veterinary Technician program. Students will be under the supervision of the Extern Site Preceptor. At the site, students will be asked to complete 240 hours of supervised activity.

This externship experience allows the student to build on the clinical and practical experiences learned in the classroom. This course is completed when all other courses are completed within the veterinary program. Students will be required to conduct a weekly review session with designated faculty to discuss their overall progress and associated activities at the site. Students will also be asked to maintain and submit a weekly journal documenting their experiences and key learning outcomes while performing Externship activities at the site.

Finally, students will also focus on the development of their professionalism skills and this will include their self-directed work habits that include attendance, preparedness, communication, timeliness of assignments, and (where appropriate) professional vocabulary and overall professional behavior with both the campus and the site.