

# INFORMATION FOR RETURNING VETERINARY TECHNICIAN STUDENTS

## ENTERING 2<sup>ND</sup> YEAR, 3<sup>RD</sup> SEMESTER FIELD PLACEMENT (FLPL20001)

*In preparation for the fall semester Field Placement (FLPL20001), please review the following information and be sure to note and make arrangements to **complete any actionable items (noted in red)** before the start of the semester:*

1. For the rest of the summer, you are able to **submit your pre-placement paperwork** into my mailbox at any time during regular operating hours of the college. For those who live a good distance from the college, please feel free to send me your paperwork electronically, as a pdf file (no pictures please, they are really difficult to print). If you send me your documents electronically, please KEEP the hard copy in a safe place because you will need to give them to me when you pick up your new placement booklet. If submitting your paperwork in hard copy, please use the mailboxes labelled PVETT FLPL outside B198. Going forward, these are your dedicated mailboxes for all things field-related.

I have set up the following days and times for submission of your paperwork (if you have not submitted it during the summer) and FLPL13551 book, and distribution of your new placement book. The dates and times are listed below. These are mandatory, drop in sessions and you only have to come to one. Please select the day and time (within the timeslot) that best fits your schedule. You do not have to email me to schedule a time.

**September 3<sup>th</sup>, 2019 in H153 9:30-12:30**

**September 5<sup>th</sup>, 2019 in H153 9:30-2:30**

**September 10<sup>th</sup>, 2019 in H152A (inside H150) 9:30-12:30**

2. **A new Rabies titre will be required BEFORE you can start placement.** The Davis Campus Health Centre is open throughout the summer and can assist you with your titre. Remember it can take approximately 2 weeks to receive the results so please plan accordingly. You can have your blood collected anytime now, and you will be happy to know that if you have a normal antibody level, your titre will be good for this next academic year (semesters 3 and 4). If you have a low result, please contact me and we will work through the placement requirements together, on an individual basis. Please remember that we have a large first year class coming in, who will be receiving their vaccinations in September/October, making it a very busy time for the Health Centre staff. Based on this, I highly recommend that you get your titres done over the summer to ensure that you have your results ready for starting placement in week 3.
3. I am the process of compiling a skills list, which should be ready in approximately 1 weeks time. The list will outline the essential (bolded) skills for semester 3. Please feel free to use the list when applying for placements, to give the clinic an idea of the skills you will be working on this semester.
4. For students who want to complete their placement at their placement of employment: please plan to **provide me with a shift schedule for your paid work shifts (NOT your placement hours), with your paperwork.** With the shift schedule (please also include paid shifts that occur during both the first AND second blocks of placement), I need to check and ensure that we don't have any overlap between your placement hours and your work hours. As such, please ensure that there is at least a 30 minute

difference between the end of your placement shift and the start of your work shift. This information is very important for your insurance coverage during placement. I will continue to update you as more information becomes available. For now, I feel this is the best path forward at this time.

5. A CRC (Criminal Record Check) is NOT required for FLPL20001. It will be required for FLPL20408, at the start of the winter semester.

#### **FAQs:**

1. Q: *What placement day do I fill in on the paperwork if I can't see my schedule yet?*

Please leave the placement day BLANK and we will fill it in before you start your first shift.

2. Q: *What are the placement hours?*

Your placement hours should mimic those of the full time RVT and incorporate the regular business day of the clinic. Remember, in semester 3 you cannot work any hours that would be classified as "emergency".

3. Q: *What are the requirements for the placement?*

The requirements for semester 3 are the same as semester 2. Your placement must be a small animal (dog/cat) regular animal hospital (no emergency, referral, etc.). As a reminder, your supervisor should be an RVT. If your supervisor is a DVM, please let me know (I may have to call the clinic to discuss supervisor responsibilities on your behalf, if this is the first time they are supervising a student). You cannot have a clinic manager (who is not also working as an RVT), receptionist, groomer or ACA as your supervisor.

4. Q: *What is my placement day?*

Second year students will have either Tuesday or Thursday as their placement day. You will know your placement day once your schedule is available on August 15. Changes to placement days are not easily accomplished and will not be considered unless there is a requirement for a specific day as specified by your placement site, which we be confirmed prior to attempting to make the change.

Please don't hesitate to contact me to discuss any issues, questions, or concerns you may have.

Enjoy the rest of your summer and we will see you very soon in FLPL20001!

*Sheela*

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