**Unit Goal Revisions**

**2020-2021**

**Plans for the unit for the second year of the two year plan (19-21)**

**Name of Program/Department: Veterinary Technology**

**PERSONNEL REQUESTS:** Below please list any NEW personnel requests. All full-time requests should be listed first followed by any part-time requests. *\*This does not include replacements for current personnel who may leave during the year, because their salary is already included in your budget. \** If you have no personnel requests, you may skip this section.

**Brief Description of Request:** Create New Job Position, H25-29 Veterinary Technology Clinical Education/Lab Assistant, for the Veterinary Technology Program to replace the current L-19 Veterinary Technology Clinical Education/Lab Assistant

**Proposed Job Title:** H25-29 Veterinary Technology Clinical Education/Lab Assistant

**Salary Schedule: H25**

**Annual Salary and Benefits (This information can be obtained from HR):**

|  |  |
| --- | --- |
|  |  |
| **H25  Rank 1  Step 0** | $25,638.00 |
|  |  |
| **Benefits                           Fica** | $1,961.31 |
| **Trs Tier 1** | $3,186.80 |
| **Sui** | $17.95 |
| **PEEHIP** | $9,600.00 |
| **Total Benefits** | $14,766.06 |
|  |  |
| **Total Gross Salary and Benefits** | $40,404.06 |

**Justification to support personnel request including data:**

1. The CE/LA position is an integral part of the Jefferson State Veterinary Technology Program’s dedication to our student’s education and the veterinary profession. The CE/LA is essential for fostering communication and cooperation between the program, students, and Clinical Site Supervisors (Veterinarians and Licensed Veterinary Technicians) in off-campus clinical facilities across the state.
2. Increasing the current L19 CE/LAposition to an H 25-29 status will enable the JSVTP to continue meeting the stringent standards required by the American Veterinary Medical Association/Committee on Veterinary Technician Education and Activities (AVMA/CVTEA) for off-campus student clinical sites throughout Alabama.
3. The AVMA-CVTEA requires that all off-campus student veterinary clinics emulate contemporary veterinary facilities as stated in the “Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) 2019” Standard 4, 4b.
   1. CVTEA Accreditation Policies and Procedures – Standards

**IV. Accreditation Standards and Guidelines for Interpretation**

Accreditation is the voluntary process by which educational institutions are evaluated for quality based on conformity with established standards. Accreditation serves to enhance the profession and to protect the public by identifying goals and assisting institutions in achieving those goals. The following minimum standards have been established by the AVMA through the CVTEA for quality assessment and quality enhancement of accredited veterinary technology programs.

***STANDARDS OF ACCREDITATION***

1. Institutional Accreditation
2. Finances
3. Organization and Communications
4. **Physical Facilities and Equipment**

4b. All clinical facilities for primary learning must emulate contemporary veterinary facilities. Standard types of laboratory and clinical equipment, consistent with those used in contemporary veterinary facilities, shall be provided. Programs must have access to all items listed in the *Equipment and Instructional Resource List*, Appendix H over the sum total of all primary learning sites.

1. Resources for Clinical Instruction
2. Library and Informational Resources
3. Admissions
4. Students
5. Faculty and Staff
6. Curriculum
7. Outcomes Assessment
8. The CE/LA is responsible for ensuring that all off-campus student clinical sites are maintained according to the AVMA/CVTEA standards.
   * + - 1. All off-campus student clinical sites must be evaluated at least once every semester.
         2. At each visit the CE/LA will:

ensure that the facility meets the standards set forth by the AVMA/CVTEA (see Justification, 2)

These standards are evaluated utilizing a comprehensive checklist created by the JSVTP faculty and approved by the CVTEA (see checklist attached).

1. meet with the Clinical Site Supervisor to discuss student progress, address questions/concerns, and gain feedback.
2. meet with the student to discuss their progress, questions/concerns, and gain feedback.
3. The CE/LA position is essential for not only ensuring AVMA-CVTEA standards are maintained, but to serve as the liaison between the program, clinical site supervisor, and student.
4. The increased hours will serve to not only continue but increase the communication and cooperation established between the program, clinical sites, and students.

*\*Please copy and paste the headings above for each personnel request if you have more than one.*

**EQUIPMENT REQUESTS:** Below please list *ANY* equipment requests, including replacing old equipment. If you don’t have any equipment requests, you may skip this section. Please number your requests for easier tracking and reference.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **# requested** | **Equipment Location**  **(Campus, Bldg, and Room #)** | **Unit Cost** | **Total Cost** |
| 1. Patient Warming System | 1 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 2,000.00 | $ 2,000.00 |
| 2. Warming Blankets for warming unit | 2 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 150.00 | $ 300.00 |
| 3. Dental Hand Instruments | 1 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 800.00 | $ 800.00 |
| 4. Dental Radiograph Positioning Models | 1 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 500.00 | $ 500.00 |
| 5. Digital Dental Sensor for Dental Radiographs | 1 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 11,490.00 | $ 11,490.00 |
| 6. Teaching Ophthalmoscope w/ Digital Imaging Kit | 1 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 1,200.00 | $ 1,200.00 |
| 7. Teaching Microscope w/ HD Camera & Monitor | 1 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 3,500.00 | $ 3,500.00 |
| 8. Operating Otoscope & Ophthalmoscope Kit | 1 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 850.00 | $ 850.00 |
| 9. Multi – Parameter Surgery Monitor | 1 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 5,500.00 | $ 5,500.00 |
| 10. Anesthesia Machine | 1 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 4,500.00 | $ 4,500.00 |
| 11. Syringe Pump | 1 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 1,200.00 | $ 1,200.00 |
| 12. IV Fluid Line Warmer | 1 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 475.00 | $ 475.00 |
| 13. Universal Microchip Scanner | 1 | Jefferson Campus, HMB,  Vet Tech Lab - Room 136 | $ 300.00 | $300.00 |
| *\*If you need additional rows please right click in the row above and select “insert row below”* | | | **GRAND TOTAL:** | $ 32,615.00 |

**Justification and data (if applicable) to support equipment request:**

Essential Nursing Skills required by the AVMA-CVTEA are performed by students in approved off-campus veterinary facilities. Not all clinical sites have the medical equipment necessary to complete every Essential Nursing Skill necessary for graduation. Because of this, it is essential for the program to have equipment that can be made accessible to all students per the Standards of Accreditation.

The AVMA-CVTEA requires that all off-campus student veterinary facilities emulate contemporary veterinary standards as stated in the “Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) 2020” Standard IV, 4b.

CVTEA Accreditation Policies and Procedures – Standards

**IV. Accreditation Standards and Guidelines for Interpretation**

Accreditation is the voluntary process by which educational institutions are evaluated for quality based on conformity with established standards. Accreditation serves to enhance the profession and to protect the public by identifying goals and assisting institutions in achieving those goals. The following minimum standards have been established by the AVMA through the CVTEA for quality assessment and quality enhancement of accredited veterinary technology programs.

***STANDARDS OF ACCREDITATION***

1. Institutional Accreditation
2. Finances
3. Organization and Communications
4. **Physical Facilities and Equipment**

4b. All clinical facilities for primary learning must emulate contemporary veterinary facilities. Standard types of laboratory and clinical equipment, consistent with those used in contemporary veterinary facilities, shall be provided. Programs must have access to all items listed in the *Equipment and Instructional Resource List*, Appendix H over the sum total of all primary learning sites.

1. Resources for Clinical Instruction
2. Library and Informational Resources
3. Admissions
4. Students
5. Faculty and Staff
6. Curriculum
7. Outcomes Assessment

**ALL OTHER REQUESTS:** Below please list any additional requests that were not included above. This may include items such as; professional memberships, monetary budget requests for department or program activities, accreditation fees, etc… If you don’t have any of these requests, you may skip this section.

|  |  |  |
| --- | --- | --- |
| **Description of Need** | | **Cost** |
| Necessary for Accreditation Requirements:  Funding for Annual AVMA-CVTEA Accreditation Fee. | | $1,800.00 |
| Necessary for Accreditation Requirements:  Funding for necessary travel to all off-campus student veterinary clinics for evaluation each semester | | $ 8,000.00 |
| Necessary for Accreditation Requirements:  Funding for the Program Director to attend the ALVMA/Georgia Veterinary Medical Association Annual Conference in Sandestin, Florida to meet and give a triannual report to the ALVMA Board of Directors as mandated by the AVMA-CVTEA. | | $ 2,500.00 |
| Necessary for Accreditation Requirements:  Funding for the Program Director to attend and present triannual reports to the ALVMA Board of Directors as mandated by the AVMA-CVTEA. | | $ 250.00 |
| Necessary for Accreditation Requirements:  Continuing Education Courses faculty and staff | | $500.00 |
| Necessary for Accreditation Requirements:  Veterinary Technology Advisory Board meetings ($450.00 x 2) | | $ 900.00 |
| Necessary for Accreditation Requirements:  Large Animal and Avian Lab ($250.00 x 4 for Site fee) | | $1000.00 |
| Necessary for Accreditation Requirements:  Supplies used in teaching hands-on skills within the individual student clinical sites and hands-on labs | | $1000.00 |
| Funding for travel as needed for student review sessions throughout the state. | | $2,500.00 |
| Membership for faculty and staff:  Association of Veterinary Technician Educators (AVTE): $ 280.00 ($ 70.00 x 4) | | $ 280.00 |
| Membership for faculty and staff:  Alabama Veterinary Technician Association (AVTA): $ 100.00 ($ 25.00 x 4) | | $ 100.00 |
| Membership for faculty and staff :  National Association of Veterinary Technicians in America (NAVTA): $ 200.00 ($ 50.00 x 4) | | $ 200.00 |
| Membership for Director:  Jefferson County Veterinary Medical Association (JCVMA): $ 200.00 | | $ 200.00 |
| Membership for Director:  Alabama Veterinary Medical Association (ALVMA): $ 220.00 | | $ 220.00 |
| *\*If you need additional rows please right click in the row above and select “insert row below”* | **TOTAL:** | $ 19,450.00 |

**Justification and data (if applicable) to support request:**

The field of veterinary nursing is continually evolving, and the faculty and curriculum must remain up to date on all professional advances. This includes but is not limited to continuing education/professional development via professional conferences and other educational opportunities. Faculty membership in professional organizations is also a requirement for Accreditation.

The majority of students are receiving clinical experience and mentoring in small animal practices that treat primarily dogs and cats. For students to develop nursing skills with farm animals, the program has arranged hands-on labs with Bradley Farms. The hands-on lab at Bradley Farms give students the opportunity to practice needed clinical skills with cows, horses, goats, and chickens. This is an invaluable resource that allow students to work with animals not routinely seen in most small animal practices.

**PRIORITY PAGE:** Please consider all budget items described above including personnel, equipment, and other then list them below in priority order. The most important and needed request should be listed first, the second most important second, etc… A full description is not needed, just the title and/or name of the item is sufficient.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Section (Personnel, Equipment, Other)** | **Title** | **Total Cost** |
| **Priority #1** | Other | Items listed as:  Necessary for Accreditation Requirements | $ 15,700.00 |
| **Priority #2** | Personnel | Create New Job Position, H25-29 Veterinary Technology Clinical Education/Lab Assistant, for the Veterinary Technology Program to replace the current L-19 Veterinary Technology Clinical Education/Lab Assistant | $40,404.06 |
| **Priority #3** | Equipment | **5.** Digital Dental Sensor for Dental Radiographs*\** | $ 11,490.00 |
| **Priority #4** | Equipment | **3.** Dental Hand Instruments | $ 800.00 |
| **Priority #5** | Equipment | **4.** Dental Radiograph Positioning Models | $ 500.00 |
| **Priority #6** | Equipment | **1**. Patient Warming System | $ 2,000.00 |
| **Priority #7** | Equipment | **2**. Warming Blankets for warming unit | $ 300.00 |
| **Priority #8** | Equipment | **7.** Teaching Microscope w/ HD Camera & Monitor | $ 3,500.00 |
| **Priority #9** | Equipment | **9.** Multi – Parameter Surgery Monitor | $ 5,500.00 |
| **Priority #10** | Equipment | **6.** Teaching Ophthalmoscope w/ Digital Imaging Kit | $ 1,200.00 |
| **Priority #11** | Equipment | **12.** IV Fluid Line Warmer | $ 475.00 |
| **Priority #12** | Equipment | **10.** Anesthesia Machine | $ 4,500.00 |
| **Priority #13** | Equipment | **8.** Operating Otoscope & Ophthalmoscope Kit | $ 850.00 |
| **Priority #14** | Equipment | **11.** Syringe Pump | $ 1200.00 |
| **Priority #15** | Equipment | **13.** Universal Microchip Scanner | $300.00 |

*\*If you need additional rows, please right click in the row above and select “insert row below”*