

Joliet Junior College
Veterinary Medical Technology Program
Externship site Information Sheet

(This information is keep in a binder for students to read and help them decide on an externship site)

Practice name or Externship site: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Web site: _____

Person(s) to contact: _____

Title: _____

Title: _____

Business hours: _____

Mark all that currently apply to your facility:

AHAA certified

USDA registered

CVMA inspected

AAALAC certified

Other: _____

*(attaching a business card is helpful)

Description of externship site:

Small Animal

Exotic

Large Animal

Specialty / Referral

Equine

Emergency

Mixed

Other: _____

Research / University

Number of Veterinarians: _____

Number of Certified Veterinary Technicians: _____

General Information:

a. Joliet Junior College has 2 scheduled externship periods. Please mark which one(s) you prefer to have a student extern.

March – May (there are 2nd year students).

May – August (there are 1st year students).

b. Do you already have an organized program in place for student to extern?
[] No
[] Yes, Please describe: _____

c. Type of compensation offered to externs
[] Housing [] Stipend (amount) _____
[] Wages (amount = hourly, weekly, monthly) _____

Duties and Responsibilities: Please mark any of the skills or tasks that a technician extern MAY have exposure to in your practice (assuming appropriate supervision).

Nursing Procedures:

- [] Physical Exam
- [] Injection (IV, SQ, IM)
- [] Vaccinations
- [] Oral Medication
- [] Blood Draws
- [] IV Catheters
- [] Bandaging / Cast / Splinting
- [] Suture Removal
- [] Fluid Administration
- [] Anal Gland Expression
- [] Clean/ Debride Wounds
- [] Neonatal Care
- [] Dentistry
- [] ECG
- [] Urinary Catheterization
- [] Artificial Insemination
- [] Recording in Medical Records
- [] Fine Needle Aspirates
- [] Dips
- [] Tonometry
- [] STT
- [] Fluorescent dye
- [] Impression smears

Kennel Duties:

- [] Feeding
- [] Gage Cleaning
- [] Bathing
- [] Exercising
- [] Mopping

Reception Duties:

- [] Telephone contacts
- [] Client Relations / Education
- [] Record Keeping/ Filing
- [] Admitting patients
- [] Computer Use

Pharmacy Duties:

- [] Filling Prescriptions
- [] Dosage Calculations
- [] Inventory
- [] Handling Controlled Substances

Radiograph:

- [] Animal Positioning
- [] Radiograph exposures
- [] Film Processing
- [] Special Techniques (i.e. Barium, etc)

Surgery or Surgical Preparation:

- [] Surgical Site Prep
- [] Gowning, Gloving, Surgical assisting
- [] Administer Anesthetics
- [] Monitor Anesthesia
- [] Instrument Cleaning
- [] Pack Preparation / Autoclaving
- [] Special Instrument Care
- [] Intubation
- [] Laser surgery assistance

Laboratory Procedures (in house):

- PCV
- TP (Refractometry)
- WBC Count (Manual)
- Differentials (Manual)
- Erythrocyte Evaluation (Manual)
- Coagulation testing
- Reticulocyte Count (Manual)
- Platelet Count (Manual)
- Immunology / Serology Tests (Elisa)
- Blood crossmatching
- Heartworm Testing
 - Knotts
 - Blood Smear Exam
 - Buffy Coat Exam
 - Difill
 - Elisa
- Urinalysis / Sediments
- Fecal Flootation Exam
- Fecal Smear
- Skin Scrapings / Evaluations
- Bacterial Cultures and Sensitivity (in house)
- Fungal Cultures / DTM (in house)
- Cytology
 - Joint Fluids
 - Semen Evaluation
 - Vaginal Smears
 - Fine Needle Aspirations
- Necropsy

Other Equipment or Procedures on Site:

- Ultrasound
- Endoscopy
- Nuclear Imaging
- CBC Machine
 - Name: _____
- Chemistry Machine
 - Name: _____
- Management Software
 - Name: _____
- Other: _____
- _____

Species that extern may have opportunities to work with:

- Canine
- Feline
- Ferret
- Wild Life
- Avian
- Rodents
- Reptiles
- Rabbits / Guinea Pigs
- Bovine
- Swine
- Caprine / Ovine
- Other: _____
- _____

Any other opportunities or advantages that you'd like potential student externs to know about your facility?

Joliet Junior College
Externship Program
Veterinary Technology Program
EXTERNSHIP GUIDELINES

Work Hours

Student interns and the Externship Site should work out a schedule acceptable to both parties. Hours should average close to 40 hours per week.

Wages/Stipend

Wages are left up to the discretion of the externship site. Some form of compensation is required for the extern. As an extern the student is not eligible for unemployment compensation.

Student Objectives

Externs should be considered as students in training and not another employee. Students and their advisor must choose specific objectives they wish to accomplish during each externship. Three general goals are to be selected for VET 210. An example of a general goal would be to perform venipunctures. Ten specific and well defined goals are chosen for VET 220. An example of a more specific goal would be to perform jugular venipunctures on a cat. The externship site and student intern shall work toward accomplishing their objectives.

Dates of Externship

The summer externship (VET 210) should begin at the end of the first spring semester. The summer externship should end approximately 2 weeks before the beginning of the fall semester.

The spring externship (VET 220) should begin around the second week in March and end the day of commencement in the middle of May.

Instructors/Advisors/Visiting Supervisors

Scott Keller, DVM
Coordinator of Vet Medical Tech
Joliet Junior College
1215 Houbolt Road
Joliet IL. 60431
Tel. (815) 280-2775

Walter B Stein, DVM
Professor of Vet Medical Tech
Joliet Junior College
1215 Houbolt Road
Joliet IL. 60431
Tel. (815) 280-2286

Training Agreement

The student intern, externship site supervisor, and Joliet Junior College advisor must complete and sign the Externship Training Agreement. By signing the Agreement all parties are agreeing to their responsibilities.

Evaluations

The student intern, externship site supervisor, and the Joliet Junior College advisor shall stay in contact via weekly journals, telephone, or visits during the entire intern period. If the externship site is within a 400 mile radius of Joliet Junior College, the College advisor will attempt to visit the intern on the job 3 times during the semester. During the visit the College advisor will meet with the student extern as well as the externship supervisor. Please make sure that each is available during each visit. The externship site supervisor and the student intern **will be required** to complete an evaluation of each other. The evaluation forms will be supplied near the end of the externship. Completion and return of those documents is required for the student to receive a grade for this class. It is the responsibility of the intern to make sure that the evaluations are returned to your advisor at or near the end of the externship period. These evaluations are not directly shared with the extern. However, if requested, the college advisor may provide a general summation of the evaluation. The student extern will also be asked to evaluate their externship placement supervisor, and their visiting college advisor. The visiting supervisor will complete a written evaluation after each visit, and will grade the student based on the criteria in the course syllabus.