



Veterinary Technician Externship Site:

Supervisor Survival Guide

PENN FOSTER VETERINARY ACADEMY EXTERNSHIP TEAM - 2019



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Introduction

On behalf of the Penn Foster Veterinary Academy, we want to welcome you as an Externship Site Supervisor for Penn Foster's Veterinary Technician students! Thank you for taking the time to help our students complete their externship and continue their veterinary education. We created this guide to share the expectations of your externship site, establish the expectations we have for our students, and provide you with the resources you'll need as an Externship Site Supervisor. Your assistance throughout this step of the students' program will help bring them one step closer to graduation.





Required Paperwork

Below you will find a breakdown of all forms related to each student's externship and the action required by you to complete each form. We know it seems like a lot, but each of these are important to the smooth processing and recognition of the student's externship!

Clinical Site Facility Criteria Form

This form is intended to provide Penn Foster with information about your facility and the designated Site Supervisor. This form must be filled out in its entirety in order for Penn Foster to be able to move forward in the approval process.

This form requires the name, address and phone number of the clinic, as well as the number of staff members, business hours, and species seen by the clinic. It also requires the Externship Site Supervisor to give their name, educational background and credentials.

Clinical Mentorship Agreement/Certification by Clinical Site Supervisor

This form will list the responsibilities that you have as the site supervisor. You will be required to sign and date this form.

IACUC Form

This form outlines compliance with federal regulations related to the proper care, use and humane treatment of animals. It is your responsibility to be aware of the policies in place when reporting complaints and to be informed of IACUC meetings held.

Equipment and Supplies List

This list includes all the equipment that is required for each of the skills that students are required to complete per AVMA/CVTEA requirements. All equipment must be available to the student for the skills that he/she is completing at your facility.

**Students do have a list that tells them specifically what equipment is required for the corresponding skill number.*

Once these forms are complete, please return them to the student so they can submit them with the rest of their externship paperwork.



Site Supervisor Responsibilities

As an Externship Site Supervisor, you are committing to following the responsibilities listed below to ensure the success and safety of Penn Foster students at your site:

1. You are agreeing to invest the time necessary to assist the student in achieving the learning objectives of the clinical externship.
2. You are agreeing to allow the student to use the equipment as required by the program and provide additional disposable supplies as needed.
3. You are agreeing to allow the student the opportunity to practice skills in the clinic as needed to complete the requirements of the clinical externship.
4. You understand that it is Penn Foster's policy that students DO NOT handle aggressive animals during their externship. (More specific information later in document)
5. You are responsible for seeing the student perform the skills, and signing off on the official paperwork before the student submits the skills for evaluation. Students are able to work with other staff members, but you must watch the student perform the final attempt at the skill prior to submission.
6. If the student needs to make any correction to the skill(s), you are responsible for seeing any necessary corrections/additions required of the student. You will need to sign the paperwork for the second submission.



Expectations of Students

What is expected of students while they are at your externship site? Below, we have identified our expectations for all Penn Foster students while completing their externship:

1. Students are expected to demonstrate the skills required by veterinary technicians under the supervision of the site supervisor.
2. Students will submit completed skill sheets and work (essays, videos, log books, entries) to his or her faculty evaluator at Penn Foster for review for the final records.
3. Students must submit skills on a weekly basis, and can submit up to three skills per week.
4. Students must earn a passing grade from their site supervisor on their skill sheet before submitting the skill to Penn Foster for review. If a student continues to fail the skill(s), mark the skill sheet with a failing grade and submit it to Penn Foster for review.
5. Students can practice each skill until he/she is able to perform the skill correctly.
6. Students should only be handling non-aggressive patients with a known vaccine status.
7. Students should provide you with a printed copy of the skills to be performed at your facility. If you would like a copy of the digital PDF for the externship, please provide us with your email address and we will send it to you as well.



Student Injury Protocol

Animals are unpredictable, and bites and scratches can inevitably occur. What is the protocol for my student if he or she gets injured? Don't panic! Rest assured that we have a policy in place, that is very simple for both you and your student should an injury happen.

If a student is injured during the externship:

- Follow your clinic's injury protocol
- Seek appropriate medical care as soon as possible

The student and the veterinary facility should send information about the incident to our Clinical Coordinator by sending an email to vettechpracticum@pennfoster.edu.





Guidelines for Skill Completion

There are many ways that a skill can be completed. However, for the purpose of the externship; the student does have specific guidelines to follow when performing the skills. All of the skills are required to be performed “textbook perfect.” This means that the skills are done according to the way they learn in their study materials.

Students are graded based on the criteria listed in the skill, as well as their overall performance and understanding of what is being asked in the skill.

All skills are AVMA/CVTEA required, so completion of these skills is required for graduation.

Skill Corrections and Retakes

You may be wondering why a student would need to re-do a skill. Many times, this has nothing to do with how the student is actually performing the skill. As a school, Penn Foster is required to keep specific documentation according to the steps that are given in the criteria.

If the steps are not followed, the student may be required to repeat the skill, or provide additional information for the skill.

If a student’s skill needs corrections, it is the student’s responsibility to make arrangements for any additional signatures or work that is to be completed. Corrections can be as simple as adding more detail to written descriptions, or needing to re-do a video submission.

Once the student makes the necessary corrections, they will submit the materials for their faculty evaluator to review.



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Contact & Support

If you have any questions throughout this process, please feel free to contact the coordinators listed below for additional assistance. As your partner, we are here to support you and thank you for your role in our students' externship success!

Kathy Ruane, CVT
Clinical Coordinator

Email: Kathy.ruane@pennfoster.edu
Phone: 570-961-4631

Suzanne Fauver, CVT
Associate Clinical Coordinator

Email: suzanne.fauver@pennfoster.edu
Phone: 570-961-4632