



HOST CLINIC FORM

Saskatchewan Polytechnic Veterinary Technology Program

Distance Section

Host Clinic Form

(Email completed form to: vt@saskpolytech.ca)

PART 1: PREAMBLE

Introduction

Sask Polytech's Veterinary Technology Program is available as a blended-learning option (aka the Veterinary Technology Distance program). Students in this program spend 80% of their time learning via distance (through a combination of real-time Zoom learning, asynchronous learning, and clinic-based learning) and 20% of their time on campus for face-to-face residencies. To complete the program, students require a Host Clinic partner who can provide physical space, access to live animals/supplies/equipment, patient case load and mentorship during the full duration of the program. The program is designed to be completed in 2 years with a full-time course load.

Applicants may apply to *either* the in-person or distance program. Both programs are First-Qualified-First-Admitted. To qualify for a seat in the distance program, applicants must find a Host Clinic willing to support their learning for the duration of their studies. This form is an agreement with the Host Clinic to provide physical space, patient case load and mentorship during the full duration of the program.

General Requirements

(See the Applicant and Host Clinic Guide available on the program webpage <https://saskpolytech.ca/programs-and-courses/programs/Veterinary-Technology.aspx>

for additional information.)

Applicants must meet admissions requirements of the program, including 40 hours of clinical volunteer and/or equivalent experience. It is strongly recommended that these volunteer hours be completed with the potential Host Clinic.

We strongly recommend that the clinic have a developed relationship with the student prior to agreeing to be the Host Clinic. This may be in the form of an employee-employer relationship or extended volunteer period.

Students may or may not be a paid employee of the Host Clinic during the training period. Sask Polytech covers liability and Worker's Compensation for students during activities directly related to learning.

Host Clinics can be in any province in Canada. When considering Host Clinic location, applicants should be aware they are required to travel to Saskatoon for residencies approximately 5-6 times throughout the program. The final residency is 5-weeks duration.

Clinics must meet or exceed Saskatchewan Veterinary Medical Association (SVMA) Practice Standards or the equivalent for practices in provinces outside Saskatchewan.

The Host Clinic must provide a Clinic Mentor who is either: (1) a veterinarian licensed to practice in Canada, or (2) a Registered Veterinary Technician (RVT) with a minimum of 2 years post-graduate clinical experience and an alumni of an American Veterinary Medical Association or Canadian Veterinary Medical Association-accredited AHT/VT program). This individual is part of the student's learning team and provides mentorships, is a point of communication for the program, and oversees learning that takes place in the Host Clinic. (See page 36 of the applicant guide for Clinic Mentor definition.)

Host Clinics must provide access to both small (cat, dog) **and** large (horse, cattle) animal case load. Small animal practice must include wellness, sick appointments and general surgery (minimum requirement is canine spay with injectable induction and isoflurane maintenance), small and large animal xray capability. Large animal practice may be in-clinic or ambulatory. Students will require learning on cats, dogs, cattle and horses. (See page 34 of the applicant guide for Host Clinic requirements). In special circumstances, a secondary Host Clinic may be required to meet all requirements. (Please submit an additional Host Clinic form).

Students should expect to spend 2 to 3 weekdays/week in class plus an additional 16-20 hours per week in their Host Clinic. Clinic days are assigned by the program. The majority of distance labs are designed to occur in the Host Clinic and many can be incorporated into day-to-day operations.

Host Clinics must be approved by the program prior to the student being accepted to the program.

There is no monetary compensation to Host Clinics or Clinic Mentors.

Registration in the Distance Program is dependent on having a Host Clinic and Clinic Mentor for the duration of studies. Students who lose their Host Clinic or Clinic Mentor and are in good academic standing have the opportunity to transfer into the in-person cohort.

Check List for Host Clinic Documentation

1. Owner/Manager to complete *Part 2: Host Clinic Agreement* indicating: (i) the clinic's support of you taking this program; (ii) commitment to provide access to patients and case-load for the purpose of instruction and assessment; (iii) commitment to provide a minimum of 20-40 hours on-site clinical experience per week; (iv) commitment for the support of program length (minimum of 2 years and until program completion); (v) agreement to work with the Veterinary Technology Program in delivering this program including agreement to work within program policies and procedures related to instructional and student matters.
2. Clinic Mentor to complete *Part 3: Clinic Mentor Agreement* with name, credentials and signature of DVM or RVT who will act as the Clinic Mentor for purposes of day-to-day program communication, and primary person in charge of overseeing in-clinic instruction, assessments and feedback.
3. Applicant to sign and consent to release of information where indicated. Applicant to submit completed form to vt@saskpolytech.ca. Upon receipt, the Veterinary Technology Program will reach out to the clinic to confirm agreement details. Upon approval of the Host Clinic and Clinic Mentor, the application will be moved to the queue for the distance program. Until this form is submitted, the applicant is not yet considered 'qualified' for a distance seat.
4. Please note that submission of the Host Clinic Form does not automatically guarantee a spot in the Veterinary Technology Program. Only those clinics whose student is accepted to the program will receive ongoing communication from the program.

PART 2: HOST CLINIC AGREEMENT (To be completed by the owner/manager)

Dear Mixed Practice

The following individual _____, _____ has
(First, Last Name of applicant) (Address of applicant)
identified your clinical practice as their Host Clinic site for the duration of their time in Sask Polytech's Veterinary Technology Distance Program. As Host Clinic you are committing to hosting this individual should they be accepted into the program for a minimum of 2 years, and up to the time they have to complete the program (not expected to exceed 3 years).

As the Host Clinic, you are committing to provide clinical mentorship and access to technical aspects of the clinic including patient and case access. Clinical mentor support is one of the vital components to students' success in the program and should come from the designated Clinic Mentor and all clinic staff. To succeed in this program, the student requires a minimum of 16 hours per week during Semesters 1 through 4, and between 20-40 hours per week in Semesters 5 and 6, in the treatment, surgery and lab areas of the hospital to observe, learn and practice the duties and skills of a RVT. They require this continuous opportunity to practice their hands-on skills. There are additional clinical experiences (including practicum hours) which will take place in your practice. In most cases, lack of either of these two vital components has been the reason for failure.

The primary function of the clinic is to provide mentorship, hands-on opportunities and formative feedback. Primary teaching and assessments are provided by Veterinary Technology program faculty. Some courses have a very heavy video evaluation component while others have little or none. Evaluations, such as jugular venipuncture, injections, anesthetic inductions, will require videotaping of procedures and direct supervision.

To support student success, minimum qualifications for the Host Clinic are as follows:

- SVMA-approved full service clinic that meets or exceeds SVMA Practice Standards or equivalent standards and registration in other Canadian provinces.
- Small animal (dog and cat) case load including wellness, medical and surgery.
- In-clinic surgical suite and surgical case load that includes at minimum feline spay and canine spay with injectable induction and gas anesthetic.
- Small animal dentistry.
- Large animal case load including both bovines and equine. The large animal portion of the practice can be ambulatory and/or in-hospital.
- Provide direct supervision by a licensed DVM and/or RVT (with minimum 2 years practice experience) at any time the student is taking part in technical acts.
- Provide 16 hours per week in Semester 1-4 and up to 20-40 hours per week in Semester 5 and 6 of the program.

Please complete the following to indicate your agreement to host the above applicant for the duration of their Veterinary Technology distance program studies.

To be completed by the Host Clinic (owner/manager):

Clinic Name: _____

Clinic Address: _____

Name of Clinic Owner/Manager: _____

Telephone: _____

Email for Business Purposes: _____

Initial here that your clinic meets the minimum qualifications for a Host Clinic listed above: _____

Initial here that you are aware there is no monetary compensation for Host Clinic: _____

Initial here that you are aware this is a minimum 2-year commitment: _____

Signature of Clinic Owner/Manager: _____

Printed Name of Signee: _____ Date: _____

PART 3: CLINIC MENTOR AGREEMENT (To be completed by the primary Clinic Mentor)

Clinic Mentors are critical to the success of students in distance learning. The Clinic Mentor works together with the student and the program to ensure learning opportunities are made available to the students, to provide on-going feedback, and to facilitate assessments to be submitted to the program or to perform assessments. The Host Clinic is to provide one Clinic Mentor with whom the program head/faculty coordinator will communicate regarding overall progress and any concerns that may arise. This individual will require a personal email (opposed to a generic clinic email) to facilitate confidential communications regarding your student such as academic progress, accommodations, etc.

The role of the Clinic Mentor is to support learning by providing opportunities to perform required skills, to provide direction/supervision for tasks, and to provide on-going formative feedback. The Clinic Mentor may be requested to completed formative assessments or assist the student in preparing assessments for submission to the program. Throughout the program, the role of the Clinic Mentor is also to provide mentorship on working in the veterinary industry and working as part of the veterinary team – in other words, mentorship is not only task-oriented. It is the responsibility of the student to communicate course requirements, to ensure their assignments are being completed and submitted on time, and to let the Clinic Mentor know what is expected for specific course assignments and assessments. It is also the student’s responsibility to ask for help from the Clinic Mentor.

We appreciate the time and effort required for mentorship and the valuable role that can be played by all clinic staff in supporting student learning. It is understood that instruction, supervision and assessments are provided by all members of the clinic team as appropriate for scope of practice and practice regulations. Upon acceptance to the program, we will provide you and your clinic with additional paperwork including a Clinic Mentor/Supervision document that allows additional

veterinarians and RVTs to provide instruction/assessment during the student's program. However, program communication will be limited to one designate whenever possible.

Minimum qualifications for the Clinic Mentor are as follows:

- A DVM licensed to practice in Canada or RVT (with a minimum of 2 years post-graduate clinical experience and alumni of a AVMA or CVMA-accredited AHT-VT program).
- Active registration in good standing with the provincial regulatory body.
- Active employee of the Host Clinic.

To be completed by the Clinic Mentor:

Mentor Name: _____

Tel: _____ Email: _____

Profession Designation: _____

Institute where trained to be veterinarian or VT: _____

Degree/diploma obtained: _____

Is the above institute accredited by the AVMA or CVMA? _____

Years in practice: _____

Position in Host Clinic: _____

Initial here that you are a Registered Veterinary Technologist or hold a general practice license in good standing with your provincial VMA: _____

Initial here that you meet the qualifications for a Clinic Mentor as listed above: _____

Initial here that you are aware there is no monetary compensation for Clinic Mentors: _____

Signature of Mentor: _____ Date: _____

PART 4: CONSENT FOR RELEASE OF INFORMATION

To be completed by the Applicant (Student):

Name (First, Last) : _____

Please initial here to grant release of personal information to the Host Clinic/Clinic Mentor described above for the express purpose of application and admission to Sask Polytech's Veterinary Technology Distance Program. _____

Signature of Applicant (Student): _____ Date: _____