



# HOST CLINIC FORM

## Saskatchewan Polytechnic - Veterinary Technology Program (Distance)

Submit completed form to: [admissions@saskpolytech.ca](mailto:admissions@saskpolytech.ca)

*Forms submitted by the applicant will not be accepted.*

### PART 1: Program Overview and Requirements

#### Introduction

Sask Polytech's **Veterinary Technology Distance Program** is a blended, full-time, 2-year option combining:

- **80% distance learning** (Zoom, asynchronous modules, and clinic-based experience)
- **20% on-campus residencies**

To participate in the distance program, students must secure a **Host Clinic** that provides:

- Physical space
- Access to animals, equipment, and supplies
- A suitable patient caseload
- Ongoing mentorship throughout the program

Admission to both formats is **First-Qualified, First-Admitted**. Applicants will not be accepted to the program until completed Host Clinic Form is received and approved by the Veterinary Technology Program Head.

#### Host Clinic Responsibilities Overview

- Provide a clinic mentor. This individual is part of the student's instructional team and is the main contact person for program information. The mentor needs to be either:
  - A Veterinarian licensed to practice in Canada with a minimum of 2 years post graduate clinical experience, OR
  - A Registered Veterinary Technician (RVT) or equivalent with a minimum of 2 years post graduate clinical experience and an alumnus of a Canadian Veterinary Medical association (CVMA) or American Veterinary Medical Association (AVMA) accredited program.
- Access to both small animal and large animal case load.
  - In instances where a clinic does not have access to both large and small animal caseload, a secondary host clinic may be obtained. It is the student's responsibility to find a secondary host clinic.
- Small animal caseload should include:
  - Feline and canine patients
  - Wellness appointments
  - Sick appointments
  - General surgery (minimum canine spay with injectable induction and gas maintenance)
  - Small animal radiography

- Large Animal (in-clinic or ambulatory) caseload should include:
  - Equine and bovine patients
  - Large animal radiography

### Student Relationship

Communication between the student and host clinic is essential to the completion of this program. It is strongly recommended that there be a relationship between the student and clinic prior to the clinic agreeing to be the host clinic. Clinics may require a student to complete their 40 hours of volunteer work with the clinic prior to agreeing to take them on.

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 Clinic Location

Host clinics can be in any province in Canada. Clinics must meet or exceed Saskatchewan Veterinary Medical Association (SVMA) Practice Standards or the equivalent for practices in provinces outside Saskatchewan.

### Time Commitment

In Semesters 1-4 students spend 1-2 days a week in clinic. It is realistic to expect the clinic mentor to lose productivity in these early semesters, equaling approximately one working day a week to instruction of the student. As the student begins to become integrated into the clinic environment and culture, it is expected the student will increase productivity rather than detract from it.

In Semesters 5, the student will spend between 2-5 days a week in the clinic. It is expected that by this time the student will be well integrated in the clinic and will not require as much assistance from the clinic mentor. Students are also expected to complete one of their 4-week practicums at their host clinic.

In Semester 6 the students will spend one week in clinic, and they will attend rotations at the WCVM for the remainder of the semester.

Host clinics are encouraged to incorporate labs into the care of patients in clinic as much as possible to minimize disruption. Students are also expected to assist the clinic with appointments, surgery, and other tasks as time permits.

### Program Approval and Compensation

Host Clinics must be approved by the program prior to the student being accepted to the program. As part of this approval, the Program Head will ensure the clinic is in good standing with their provincial association.

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

**\*Note** - submission of the Host Clinic Form does not guarantee acceptance to the Veterinary Technology Program. The program will reach out to Host Clinics in Fall to confirm their student's acceptance and complete orientation paperwork.

## PART 2: Host Clinic Agreement

*To be completed by the Owner/Manager*

I, \_\_\_\_\_ agree to host \_\_\_\_\_  
(Name of Clinic) (First and last name of Applicant)  
for the duration of their studies in the Veterinary Technology Distance Program. I acknowledge this is a minimum of 2 years and will be no longer than 5 years from the start of the program.

\_\_\_\_\_ Initial

### General Agreement

On behalf of the Host Clinic, I am committed to providing clinical mentorship and access to technical aspects of the clinic including patient and case access. A member of the clinical team will take on the role of Clinic Mentor to support the learning of the student. I acknowledge that the student will spend approximately 8-16 hours per week in clinic in semesters 1-4, 20-40 hours per week in semester 5 and one 40-hour week in semester 6.

The Host Clinic will provide direct supervision by a Clinic Mentor who is a licensed DVM and/or RVT with minimum 2 years of practice experience at any time the student is taking part in technical acts.

The Host Clinic will provide hands-on opportunities for learning and provide constructive feedback to the students. Primary teaching and assessment are provided by the Veterinary Technology program faculty. In some courses, video evaluation will be used. A clinic representative will be present for these evaluations for the purpose of supervision as per CVMA guidelines, and to assist with videotaping only. They are not to interfere with the student unless required for the wellbeing of the animal.

\_\_\_\_\_ Initial

### Host Clinic Qualifications

- This clinic is licensed, meets or exceeds the SVMA Practice Standards, or equivalent standards and registration in other Canadian Provinces and is good standing.

\_\_\_\_\_ Initial

- This clinic can provide small animal caseload (dog and cat). This includes wellness, medical, and surgical cases at minimum canine spay with injectable induction and gas anesthetic.

\_\_\_\_\_ Initial

- This clinic can provide small animal dentistry including charting, scaling and dental X-ray.

\_\_\_\_\_ Initial

- This clinic can provide large animal caseload, both bovine and equine. This portion of the practice can be either in the hospital or ambulatory.

\_\_\_\_\_ Initial

## PART 2: Host Clinic Agreement (continued)

*To be completed by the Owner/Manager*

Clinic Name: \_\_\_\_\_

Clinic Address: \_\_\_\_\_

Name of Clinic Owner/Manager: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email for Business Purposes: \_\_\_\_\_

Initial that your clinic meets the minimum qualifications for a Host Clinic listed above: \_\_\_\_\_

Initial that you are aware there is no monetary compensation for Host Clinic: \_\_\_\_\_

Initial that you are aware this is a minimum 2-year commitment: \_\_\_\_\_

Signature of Clinic Owner/Manager: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## PART 3: Clinic Mentor Agreement

*To be completed by the Primary Clinic Mentor*

Clinic Mentors play a vital role in supporting student success in the Veterinary Technology Distance Program.

They work closely with the student and program faculty to:

- Provide learning opportunities and supervision
- Offer ongoing feedback and mentorship
- Assist with or complete required assessments

Each Host Clinic must designate **one Clinic Mentor** as the main point of contact for the program. This person will need a **personal email address** (not a general clinic email) to allow for confidential communication regarding academic progress, accommodations, and other student-specific matters.

Mentorship includes:

- Guiding students through required skills and tasks
- Offering formative feedback
- Supporting professional development within the veterinary team

Students are responsible for managing their coursework, communicating expectations, and requesting help. All clinic staff may contribute to instruction and supervision as appropriate to their roles.

After program acceptance, clinics will receive a **Clinic Mentor/Supervision document** allowing additional veterinarians and RVTs to assist with instruction and assessments. However, communication with the program will primarily go through the designated Clinic Mentor.

### **Minimum qualifications for Clinic Mentors:**

- A licensed DVM in Canada with:
  - at least 2 years of post-graduate clinical experience

OR

- An RVT with:
  - At least 2 years of post-graduate clinical experience
  - Graduation from an AVMA- or CVMA-accredited AHT/VT program
- Must be actively registered and employed at the Host Clinic

### PART 3: Clinic Mentor Agreement (Continued)

*To be completed by the Primary Clinic Mentor*

Mentor Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Profession Designation: \_\_\_\_\_

Institute where trained: \_\_\_\_\_

Degree/diploma obtained: \_\_\_\_\_

Is the above institute accredited by the AVMA or CVMA? \_\_\_\_\_

Years in practice: \_\_\_\_\_

Position in Host Clinic: \_\_\_\_\_

Initial that you are in good standing with your provincial VMA: \_\_\_\_\_

Initial that you meet the qualifications for a Clinic Mentor as listed above: \_\_\_\_\_

Initial that you are aware there is no monetary compensation for Clinic Mentors: \_\_\_\_\_

Signature of Clinic Mentor: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

PART 4: Consent for Release of Information

To be completed by the Applicant

Name (First, Last): \_\_\_\_\_

Initial 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: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_