

Franklin County Career and Technology Center
FALL OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM

PROGRAM AREA:	VETERINARY ASSISTING				
MEETING DATE:	9/15/2022	START:	6:15pm	ADJOURN:	7:00pm
COMMITTEE CHAIRPERSON:					
COMMITTEE MEMBERS/GUESTS ATTENDING:					
<p>Dorothy Newman: Practice Manager at Franklin Vet Associates; LVT Stephanie Barrick: LVT at Waynesboro Vet Clinic Blake Perry: former student and Veterinary Nursing Major at Wilson College Gabby Wagaman: shelter manager at Cumberland Valley Animal Shelter Emily Brown: LVT at Greencastle Vet Clinic Lisa Cook: instructor and LVT</p>					
BRIEF MEETING SUMMARY:					
<p>Lisa started the meeting with an overview of her student numbers this semester. We reviewed last meeting's minutes. Several Perkins items were discussed as far as update on purchasing them: a therapeutic laser, forced air dryers, and cage dryers. We discussed facilities, and members thought our kennels should be cleaned with an alternate chemical. We discussed equipment & supplies. Our microscopes and Dri-Chem machine will be checked out by a new company and a new representative. New equipment ideas included a hydraulic lift table, and a microscope with tablet attached. These will be placed on our five year equipment list. Lastly, clinical experiences, as well as guest speaker and field trip opportunities, were discussed.</p>					
ADMINISTRATIVE RESPONSE:					
<ul style="list-style-type: none">• Administration is pleased with the growth and success of the Veterinary Tech program. We appreciate the recommendations and suggestions made by the OAC members. Thank you for support of the program, instructor and students. We would like to see a program sponsor for Vet Tech this year and are excited to have our students getting more industry experiences.					

Dorothy Newman

SECRETARY SIGNATURE

SECTION 1: APPROVAL OF MINUTES OF LAST MEETING

PLEASE CHECK ONE OF THE ITEMS LISTED BELOW:

- The minutes of the last meeting are approved as presented.
- The minutes of the last meeting are approved with the following changes.

•

SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- In regards to last meeting, we are still looking for a sponsor. Dorothy will check in with her practice owners to see if they would be interested. Oxygen tanks were purchased from PawPrint. Members discussed whether this was adequate, or if we should get one of our anesthesia machines up and running. It was decided that if a case was severe enough for that, it should be brought to a vet clinic anyway. We will stick with just the portable, with mask. Members got to see the new kennel room and loved it! Laser quotes were discussed. Lisa is ensuring each quote is for the same laser, quality-wise. So far there are quotes ranging from \$16-29,000. The laser will be purchased through Perkins. Two cage dryers are on backorder, and two forced air dryers are in the works as well. We also discussed the purchase of an amplified stethoscope for starting out on TPRs and also students who have difficulty hearing. Lisa will look into her budget to see if this can be purchased this year, or even put onto our five year list. Lastly, the lack of surgery experience during Covid will be rectified this year- students will have the opportunity to assist with surgeries at Cumberland Valley Animal shelter!

SECTION 3: FACILITIES

FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Room lighting is adequate for the the health and safety of the students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The room/lab areas are clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Emergency Cutoff (Panic) Stops/Buttons are in operating condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Strategic floor areas are properly lined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Strategic floor areas are free of obstructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. There are adequate storage facilities for flammable and toxic materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- | | | |
|------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| 10. There is adequate ventilation for flammable and toxic materials | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11. Fire extinguishers are visible, accessible, properly maintained and adequate in number | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12. Classroom space for instruction in related theory is adequate. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 13. The classroom/shop/laboratory temperature is comfortable | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. The classroom/shop/laboratory is large enough for the number of students served | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shops/laboratory | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Students have appropriate access to to equipment and supplies | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. Facilities were found to be satisfactory. When cleaning measures were discussed, members agreed that D128 may be a better option for cleaning the kennels. Lisa will look into that through her vet supply company.

SECTION 4: EQUIPMENT AND SUPPLIES

A. EQUIPMENT AND SUPPLIES REPORTING FORM:

- | | <u>Satisfactory</u> | <u>Unsatisfactory</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| 1. The supply of tools and equipment is adequate to implement the curriculum | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. The condition of the equipment indicates proper care and maintenance | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Supplies are adequate to implement program objectives | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. An inventory of equipment is maintained by the teacher or other staff member | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- | | | |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| 8. A schedule for repair and replacement of equipment, tools and supplies is maintained | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. A security system for the use of tools, equipment and supplies is maintained | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Safety Data Sheets (SDA/MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. The shop's inventory and machine maintenance binder was shown to members. Lisa asked for microscope maintenance options, as Leonhard Instruments has not followed through with coming to service ours. Dorothy will set up a visit with her microscope tech- through Barbara Optics- so ours can be looked at. Also, our area has a new HESKA representative, who Lisa is arranging a time to come as a guest speaker and provide cleaning & maintenance for our Dri-Chem machine.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

1.) What additional equipment is recommended to meet current industrial/occupational skill standards? Members suggested two ideas for future pieces of equipment: a hydraulic lift table with grooming arm that will be good for larger dogs and those that need more intense grooming, and one microscope that has a tablet right on the device that could be used more easily & readily for teaching.

- 2.) What equipment is recommended for replacement within the next two years?
 - none
- 3.) What equipment is recommended for replacement within the next five years?
 - Not necessarily replacement, but another centrifuge in case one of ours break down over time.
- 4.) Other recommendations:
 - Follow through with the laser through Perkins as well as the four dryers. Also look into the stethoscope.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

- 1.

C. UPDATE FIVE YEAR EQUIPMENT LIST FROM DISCUSSION AND ATTACH TO THIS DOCUMENT:

SECTION 5: GENERAL DISCUSSION

LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:

- There are 21 students this semester: 11 ones, 6 twos, and 4 threes. Three are out on co-op: CVAS, Marsh Run Kennels, and Michelle's Grooming & Boarding.
- Lisa is coordinating several guest speaker opportunities, and also a field trip to a large animal site.
- Dates for the golf tournament, NOCTI performance, and the Spring OAC were distributed.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1.



Franklin County Career and Technology Center
2463 Loop Road ph 717.263.9033
Chambersburg, PA 17202 fax 717.263.6568
franklinctc.com info@franklinctc.com

FIVE YEAR EQUIPMENT LIST

<u>Item</u>	<u>Justification/Why is it needed?</u>	<u>QTY</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Purchase Date</u>
2017-18		1			
2018-19		1			
2019-20		1			
2020-21		1			
2021-22		1			