VETERINARY TEACHING HOSPITAL

Volunteer Guidelines
2016-2017

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VTH volunteers must be at least 18 years of age and must be currently enrolled at Purdue University as a pre-vet student or pre-vet tech student.

Applicant Information (Please print clearly!)

Applicant Name: ____________________________  Today’s Date: ________________
PU ID # ____________________________  Date of Birth: ________________
Home Phone (local): ____________________________
Cell Phone: ____________________________
Email address: ____________________________
Local address (number and street): ____________________________
City: ____________________________  State: _____________  Zip: _____________

What is your major in school? ____________________________

How did you learn about the VTH Volunteer Program? ____________________________

Have you volunteered in the VTH before? _____________ What area? ____________________________

Have you ever been convicted of a criminal offense (felony or misdemeanor)? (An affirmative response will not automatically disqualify you from being considered)  □ Yes  □ No

If yes, please state the nature of the crime(s), when and where convicted & disposition of the case.

__________________________________________

Do you have any physical or mental disorder that would impair your ability to perform as a volunteer in the VTH without any supplemental assistance?  □ Yes  □ No

If yes, please explain ____________________________

What area of the VTH are you most interested and able to volunteer in? ____________________________

(Please review the following pages to determine what volunteering in each area involves and the scheduling requirements.)

- During the school year, all volunteers are limited to one area of the VTH and may come in once each week.
- Attendance sheets will be utilized in all areas.

Applicant's Statement

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge and agree to have any of the statements checked by the Veterinary Teaching Hospital or its representatives. I understand that providing false or misleading information or any omissions may disqualify me from further consideration as a volunteer and may result in immediate termination even if discovered at a later date.

Signature ____________________________  Date: ________________
Why do you want to volunteer in the VTH?

What clubs or groups do you belong to?
Contact person: Please contact the veterinary technician in charge of your area of interest.

The VTH welcomes veterinary, veterinary technology, pre-veterinary and prospective veterinary technology program students who wish to volunteer in our facility. Several areas of the Hospital regularly accept student volunteers:

- Large Animal Hospital (LAH) – Lynda Lum
- Oncology Treatment (cancer treatment in dogs and cats) – Amalia DeGortari
- Neurology – Britt Laflen
- Cardiology – Kim Sederquist

Each area has established criteria in terms of scheduling, dress code, attendance, etc. Please review each section of this manual carefully to see what might fit your academic schedule. Once a volunteer has been assigned to a position on the roster and has completed the training program, the volunteer will be expected to report in regularly. Failure to take advantage of this opportunity by not coming in regularly when scheduled will be cause for the Veterinary Teaching Hospital (VTH) to delete you from their volunteer list. (In other words, you can be “fired” as a volunteer.)

**General information:**
- Volunteers are accepted on a first come, first served basis if they meet established criteria:
  - Volunteers must be at least 18 years of age.
  - Volunteers must be currently enrolled at Purdue University as either a vet, vet tech, pre-vet or pre-vet tech student.
- Each area accepting volunteers has established scheduling criteria. We cannot make exceptions for course schedule conflicts.
- Academics should be the priority of all volunteers.
- Previous animal handling experience is not required.
- Volunteers will primarily observe while in the hospital.
- Volunteers may be asked perform light animal restraint under supervision of a staff or faculty member.
- Volunteers may not perform medical procedures.
- Volunteers will be limited to "serving" in one area of the VTH during the Fall and Spring semesters. In the summer, if they are not taking classes, it is possible that volunteers might be allowed to volunteer in more than one area of the VTH. Prior permission from both involved areas would be required.
- Volunteers are expected to conduct themselves in a professional manner at all times while in the VTH.

**Volunteer Application:**
All volunteers must complete and submit the Volunteer Application (page 4-5) before they will be considered for acceptance in our volunteer program.

**Training:**
Your safety and the safety of our staff, students, faculty, and patients are paramount. All volunteers must undergo basic safety training before they may begin as a volunteer in any area of the VTH. The type of training will vary depending on which area of the VTH volunteers are assigned.

At minimum, these documents are required:
- Right to Know Training (Hazard Communication)
- Biological Awareness Training
- Personal Protective Equipment Training
- VTH Policy on Confidentiality Form
- Emergency Contact information
Once assigned to a volunteer area, students will be informed of additional training requirements specific to that particular area of the VTH.

**Dress Code:**
The Veterinary Teaching Hospital is a professional medical facility. Please always remember this! Clients see you as a representative from Purdue to the same degree as the PVM students, staff and clinicians. Dress requirements vary between areas of the VTH but clothing worn in the VTH should be clean and in good repair. Sandals are not allowed, and dangling/distracting jewelry are discouraged throughout the VTH due to safety concerns. Jeans, shorts and capris are also not allowed. Name badges will be provided to each volunteer and must be worn at all times.

**Attendance:**
Prospective volunteers are asked be realistic when reviewing their schedules. Academic endeavors should be the priority of all students. We recognize there will be times when exams or special projects will affect attendance; however it is your responsibility to contact the department where you are volunteering in advance of any absences or need for schedule change due to illness, exams, etc.

Once a volunteer has undergone the required training and has a position on the volunteer roster, s/he is expected to report as scheduled. Because of space limitations, the number of volunteers we can accept is limited. Volunteers who fail to appear as scheduled may be asked to relinquish their position to allow another student the opportunity. Not reporting as scheduled will also result in the VTH turning you down as a future volunteer and dismiss you from your present volunteer assignment.

**Insurance/Health:**
Ensuring the safety of volunteers, staff, faculty, students, and patients is paramount but accidents do happen. Purdue University is not responsible for paying medical bills for injuries/exposures sustained by VTH volunteers. For this reason, we strongly encourage all Volunteers to have adequate health insurance. Volunteers will be asked to sign the Occupational Health Program Volunteer Waiver prior to volunteering in the VTH.

Any injuries incurred must be reported to the supervising faculty or staff member. Injury report forms are located in Large Animal (LA) and Small Animal (SA) Reception areas. Do not expect to receive medical treatment from a VTH faculty or staff member; instead if medical treatment is required, it is the VTH’s expectation that the Volunteer will seek care from his/her medical doctor or from an urgent/emergency care facility – not the responsibility of Purdue University.

**Confidentiality:**
Medical Records are confidential. The VTH observes and respects the Policy for Confidentiality regarding our clients, patients, and the client-doctor relationship. Medical records are the property of the College of Veterinary Medicine and Purdue University. Volunteers will be asked to sign the VTH Policy for Confidentiality form. If they are found to breach that confidentiality rule, they will not be allowed to continue to volunteer in the VTH.

**Discounts for Veterinary Services:**
Volunteers do not qualify for discounted pet food sales or veterinary services provided by the VTH.

**Animals used for Research/Teaching:**
The purpose of our veterinary teaching hospital is to educate veterinary and veterinary technology students. We also have internship and residency programs for graduate DVMs wishing to become Board Certified in their chosen specialty area. In order to develop clinical proficiency, each of these categories of students work with client-owned animals under supervision of faculty and staff. In addition, animals are often brought into the facility for specific research and teaching purposes. Course and research protocols are regularly reviewed and approved by the Purdue Animal Care and Use Committee (PACUC) through a stringent process to ensure that all regulations (USDA, AAALAC, etc.) are met. Animals brought into the College of Veterinary Medicine for any reason are treated humanely and respectfully.
For more information about the PACUC review process visit:
http://www.purdue.edu/research/vpr/compliance/animals/index.shtml

Questions regarding specific protocols should be directed to the individual identified by PACUC as the “primary investigator” for that protocol. (*Primary investigator* is defined as the person in charge, whether a course instructor or investigator.)
Purdue University Veterinary Teaching Hospital (VTH)
Large Animal Hospital Volunteer Program

Contact Person: Lynda Lum, luml@purdue.edu

The Large Animal Hospital has a lot of exciting things happening every day and we hope you can be part of them, learn, and help us.

One issue that we are most concerned about is your safety, hence the required training document on equine safety (see below). In addition, if at any time, you feel uncomfortable handling an animal, let us know! We will be happy to give you tips on restraint.

Schedule:
- Volunteers must have openings in their schedules as follows: 9:30 – noon OR 1 pm until 4/5 pm (M-F)
- The LAH does not accept pre-vet student volunteers for evening or weekend duty.
- Space for volunteers is limited to 2 persons per half day (M-F).
- The volunteer roster will be filled on a first come, first served basis each semester.

Attendance:
The number of volunteers requesting to be in the LAH is quite high and the number of positions is limited. Once a volunteer has been assigned a spot on the roster, regular attendance is expected. Volunteers failing to appear more than 2 times may be asked to relinquish the position in order to give another individual the opportunity.

Please notify Lynda Lum, luml@purdue.edu if you cannot report at your scheduled time.

Experience level: No previous experience with horses or livestock is required.

Training/paperwork:
All volunteers must complete the following training documents prior to beginning as a volunteer:
- Right to Know Training
- Biological Awareness Training
- Personal Protective Equipment Training
- Occupational Health Program Volunteer Waiver
- Equine Safety Training
- Policy on Confidentiality
- Emergency Contact Information
- MRI Safety Video and Authorization
- Volunteer Appendix C

Once all of the paperwork has been completed, you will be offered a walk-through tour of the LAH.

When to check in: 9:30 am or 1:00 pm as agreed upon with your volunteer coordinator.

Where to check in: Laundry.
- Please go to the Laundry area upon arrival to pick up a smock and your name tag.
- You will also need to sign the attendance sheet for the day.

Where to put your belongings:
- We have reserved a few lockers on the main floor of the building for your “stuff”. Men may use the lockers in 1234. Ladies, please use a locker in room 1215. We suggest you use a padlock when your belongings are in the locker but please remove the padlock when your shift has finished. Please leave valuables and cash at home as these locker rooms are not secured.
- **Purdue University is not responsible for lost or stolen items.**
Dress Code:
Please always remember! Clients see you as a representative from Purdue to the same degree as the PVM students, staff and clinicians.

- Clean, nice pants/trousers (no holes or ragged hems) are acceptable in the LAH.
- Trousers should not drag the ground. The floors are often wet. (It's not always water)
- No jeans or shorts
- Shoes must enclose the entire foot (no sandals, clogs, or Crocs). Tennis shoes are considered acceptable footwear, but if a large animal steps on your foot, leather will be more protective.
- You will be provided with a navy blue smock. This smock and the volunteer name tag will identify you to everyone as a volunteer. (Smocks are located in the Laundry area near Ward 4)
- Volunteer name tags must be worn at all times.
- Long hair should be pulled back.
- Dangling/distracting jewelry is discouraged for safety reasons.
- In some areas of the LAH, the temperature varies with the season. Occasionally you may be asked to travel to another building. Dress according to weather conditions or dress in layers.

What to expect as a volunteer?
- Initially you will be observing procedures, many of which you may not have seen done in a private veterinary practice.
- The level of farm animal and equine handling experience varies greatly between volunteers. It may take several visits to the LAH to establish a feeling of rapport between you and the students, staff and faculty.
- Be patient, yet persistent, in coming to the LAH!
- As the level of comfort develops among the LAH faculty and staff regarding your abilities and interests, you will be allowed to perform light restraint.

What will you not be allowed to do?
- Volunteers may not perform any medical or invasive procedure on a LAH patient.
- Volunteers may exercise (hand walk) hospital patients in the breezeway but will not be allowed to take them outside the building.
- Hospital patients (horses) may not be ridden.

Suggestions to get the most out of your volunteer experience:
- Check in as you are scheduled to do so.
- Dress according to the weather conditions. Be prepared to go outside!
- Be patient, yet persistent as you learn the LAH “system”.
- Ask questions as time allows.
- Keep a small notebook as a sort of diary. This may be helpful when you interview and someone asks; “So what did you do in the large animal hospital?”
  - Items you might want to record:
    - Volunteer hours (You will need this information for that Veterinary School application down the road.)
    - Breeds of animals coming into the LAH
    - Procedures observed
    - Staff and faculty names (They may become a future reference for you!)
Purdue University Veterinary Teaching Hospital
Oncology Volunteer Program

Contact Person: Amalia de Gortari (degortaa@purdue.edu, 49-66289)

Schedule:
- The schedule is relatively flexible and allows for students to come in at various times between 8 am and 4 pm (M-Th).
- Volunteers may also come in on Friday mornings (8-noon).
- Oncology does not accept volunteers for evening or weekend duty.
- Space for volunteers is limited to 3 people at any time.
- The roster will be filled on a first come, first served basis each semester.

Attendance:
- Please realistically consider your schedule and availability before signing up as a volunteer.
- Once volunteers have undergone the training program and are on the roster, they are expected to check in as scheduled as consistently as possible.
- We do recognize conflicts (exams, class projects, etc) will develop during the semester. Academics should be the priority over volunteering.
- Please contact Amalia (496-6289 preferred method, leave message, you can also e-mail her at degortaa@purdue.edu) if you will not be able to report at your scheduled time. We worry about you!

Experience level: No previous experience with cats, dogs, or cancer treatment is required.

Training/paperwork:
All volunteers must complete the following training documents prior to beginning as a volunteer:
- Right to Know Training
- Oncology Right to Know Training
- Biological Awareness Training
- Personal Protective Equipment Training
- Occupational Health Program Volunteer Waiver
- Small Animal Restraint/Handling
- Policy on Confidentiality
- Emergency Contact Information
- MRI Safety Video and Authorization Form
- Volunteer Appendix C

Once all the paperwork has been completed, you may begin as a volunteer.

Check in time: As agreed upon with Amalia de Gortari

Where to check in: Lynn G284

Dress Code:
- Dress comfortably but please keep in mind this is a professional environment.
- Clean, nice pants(no holes or ragged hems) are acceptable.
- No jeans or shorts
- Shoes must enclose the entire foot (no open toed shoes of any type!). Tennis shoes are considered acceptable footwear.
- You will be provided with a light blue smock. This smock will identify you to everyone as a volunteer.
- Long hair should be pulled back.
- Dangling/distracting jewelry is discouraged.
- All tattoos should be covered
- No piercings
- No hats
What to expect as a volunteer?

- Initially volunteers observe.
- Other tasks may be assigned including:
  - Restraining patients
  - Obtaining urine samples
  - Transport samples &/or paperwork to Clinical Path and Pharmacy
  - Shaving dogs for ultrasound
  - Labeling samples
  - Cleaning tables
  - Volunteers are welcome to attend “rounds” with the veterinary students and oncology faculty/staff
  - Shadowing 4th yr DVM or Veterinary Technology students

What you will not be allowed to do:

- Volunteers may not perform medical/invasive procedures on any Oncology patient.
- Volunteers may not exercise hospital patients outside the building.

Suggestions to get the most out of your volunteer experience:

- Report in as scheduled
- “Open your eyes and ears” to learn as much as possible.
- Keep a small notebook as a sort of diary to record:
  - Volunteer hours (You will need this for that Veterinary School application down the road.)
  - Breeds of animals coming into the SAH and Oncology area
  - Procedures observed
  - Staff and faculty names (They might be a future reference for you!)
  - Ask questions

Thank you for your interest in our Oncology Program!
Contact Person:

- Initially volunteers will train on administering eye medications to horses through the subpalpebral lavage systems (SPL).
- After training is complete, volunteers will administer eye medications to horses through the SPL as directed. Ophthalmology clinicians, residents, or technicians will always be available to answer any questions, orient you to cases, and assist you with treatments as needed.
- Volunteers may observe other ophthalmology examinations on both horses and small animals.
- Volunteers must wear closed toe shoes appropriate for large animals, slacks or khaki pants (no jeans) and appropriate shirts (no tank tops or t-shirts).
- The schedule will be coordinated by Pam Kirby, ophthalmology technician.
- Other tasks may be assigned including:
  - Preparing medications in syringes for administration
  - Transport samples &/or paperwork to Clinical Path and Pharmacy
  - Labeling samples
  - Volunteers are welcome to attend “rounds” with the veterinary students and ophthalmology faculty/staff
  - Shadowing 4th yr DVM or Veterinary Technology students is welcomed also

What you will not be allowed to do:

- Volunteers may not perform invasive procedures on any ophthalmology patient.
- Volunteers may not exercise hospital patients outside the building.

Suggestions to get the most out of your volunteer experience:

- Report in as scheduled
- “Open your eyes and ears” to learn as much as possible.
- Keep a small notebook as a sort of diary to record:
  - Volunteer hours (You will need this for that Veterinary School application down the road.)
  - Procedures observed
  - Staff and faculty names (They might be a future reference for you!)
  - Ask questions

Ophthalmology Training for Volunteers

- Cassie Cords, RVT or Pam Kirby, RVT will demonstrate how to administer medications through a SPL
- Proper storage and handling of medications will be discussed and a handout provided
- Most effective methods to handle horses while giving medications will be demonstrated
- Troubleshooting difficulties with the SPL administration of medications will be discussed
- Changing of the injection caps and placement of new catheters within the end of the SPL system will be demonstrated
- The ophthalmology technicians will then observe the volunteers administering medications through the SPL to individual horses and provide additional instruction until they feel comfortable that they are competent with the technique.
- An ophthalmology clinician, resident, or technician will also be available to answer any questions or provide assistance to the volunteer performing treatments

At minimum, these documents are required:

- Right to Know Training (Hazard Communication)
- Biological Awareness Training
- Personal Protective Equipment Training
- VTH Policy on Confidentiality Form
- Emergency Contact information
- MRI Safety Video and Authorization
- Volunteer Appendix C
- Occupational Health Program Volunteer Waiver

Dress Code:
- Dress comfortably but please keep in mind this is a professional environment.
- Clean, nice pants (no holes or ragged hems) are acceptable.
- No jeans or shorts
- Shoes must enclose the entire foot (no open toed shoes of any type!). Tennis shoes are considered acceptable footwear.
- You will be provided with a light blue smock. This smock will identify you to everyone as a volunteer.
- Long hair should be pulled back.
- Dangling/distracting jewelry is discouraged.
- All tattoos should be covered
- No piercings
- No hats
The Neurology and Physical Rehabilitation team is a fast-paced section of the hospital that provides a variety of medical and surgical services to patients. We have an enthusiastic team and we are excited that you are interested in learning more in this field.

Schedule:
- We have a fixed schedule and expect volunteers to be able to fulfill at least two shifts per week. The schedule is currently Monday-Friday 2pm-5pm
- We do not accept volunteers for weekend duty
- Space for volunteers is limited to two people at any given time
- The volunteer roster will be filled on a first come, first served basis each semester

Attendance:
- The volume of volunteer requests is quite high, therefore we ask that you attend regularly at the times in which you schedule yourself. We reserve the right to relinquish you of your position in order to give others and opportunity if you do not consistently show up at your scheduled shift.
- We understand illnesses and conflicts arise, and academics should take precedent over volunteering. Please be courteous and email Brittany at the above address if you are unable to come in at your scheduled time.

Experience Level: No previous experience in neurology is necessary.

Training/Paperwork:
- Right to Know Training
- Biological Awareness Training
- Personal Protective Equipment Training
- Occupational Health Program Volunteer Waiver
- Small Animal Restraint/Handling
- Policy of Confidentiality
- Emergency Contact Information
- MRI Safety Video and Authorization
- Volunteer Appendix C

Once all of the necessary paperwork has been completed, you may begin as a volunteer.

Check in time: 2pm or as agreed by volunteer and Brittany

Where to check in:
- Please obtain a light blue smock from the laundry area
- Wear volunteer name badge provided by VTH

Dress code:
- Dress comfortably but please keep in mind this is a professional environment. Clean, nice pants and appropriate top are acceptable. Scrubs are also appropriate
- No pants with holes or ragged hems, no shorts
- No open toed shoes
- Dangling jewelry is discouraged for safety reasons
- All tattoos should be covered when in contact with clients

What to expect as a volunteer in neurology and physical rehabilitation?
- Observation of neurologic and rehabilitation patients
- Light patient restraint may be required
- Setting up or cleaning of patient cages
- Assist with cleanliness and organization of the neuro/PT area
- Transportation of patients and/or patient samples in hospital as needed
- Assist with patient care duties as needed
- Attend rounds when possible/if desired

What you will not be allowed to do:
- Volunteers may not perform medical or invasive procedures on any patient

Suggestions to get the most out of your volunteer experience:
- Report as scheduled
- Listen and learn, observation can be educational!
- Ask questions when appropriate
- Take initiative and try to help as much as possible!
- Keep a notebook to log questions, answers, and other information to reference back to
  - Get to know the Neurology and Rehab faculty and staff!

Thank you for your interest in Neurology and Physical Rehabilitation!
Purdue University Veterinary Teaching Hospital
Cardiology Volunteer Program

Contact Person: Kimberly Sederquist or Dr. H Green

Department phone: Ms. Sederquist Ph: 496-7497 or email: kdreher@purdue.edu
Dr. H Green Ph: 494-5855 or email greenh@purdue.edu

The cardiology section is a busy service seeing primarily outpatient cases in the small animal hospital and a consultation service to other services in the VTH including the large animal hospital. We do have a heavy interventional (surgery) caseload however those procedures occur on Wednesday and Friday of the week.

It currently consists of:
- Two Cardiologists - Dr. Dan Hogan, Chief of Service
- Dr. Henry Green
- One Technician - Kim Sederquist
- One Resident - Dr. Bryan Eason

Schedule:
- We have a flexible schedule and will accept volunteers at various times between the hours 10am-4pm on Mondays and 9 am – 4 pm on Tuesday and Thursday of the work week.
- Cardiology does not accept volunteers for weekend duty.
- Assignments for volunteers are limited to two people working at any given time.
- The volunteer roster will be filled on a first come, first served basis each semester.
- If the caseload is not acceptable for the volunteer’s time then we will release you for that day.

Attendance:
- We are depending on you to report for work promptly at the times you agree to be scheduled.
- We understand that illnesses and conflicts do arise. If you are unable to come in at your designated time, please be courteous and email or phone Kim Sederquist at the above address as soon as you know you about the problem.
- If you do not meet the above expectations for prompt and consistent attendance, we reserve the right to assign the position to another volunteer.

Experience Level: No previous experience in cardiology or animal handling is necessary.

Training/Paperwork:
- Right to Know Training
- Biological Awareness Training
- Personal Protective Equipment Training
- Occupational Health Program Volunteer Waiver
- Small Animal/Restraint Handling
- Policy on Confidentiality
- Emergency Contact Information
- Restraint as it pertains to Cardiology Exams
- Volunteer Appendix C

Once all of the necessary paperwork has been completed, then you may begin as a volunteer.

Check in time: A time will be set up with Kim Sederquist and/or Dr. Green

Where to check in:
- Cardiology non-invasive lab (Room G366)
- Sign in the attendance sheet when you arrive and sign out when you leave.
Dress Code:
- Nice pants (no jeans) and an appropriate shirt/blouse, or scrub pants and top. No open toed shoes. Please remember you are in a professional medical facility.
- Navy blue smock obtained from laundry area near Ward 4 in large animal hospital.
- Dosimetry badge – Kim Sederquist or any other technician working with our service will take you to diagnostic imaging on your first day to check out a student badge. You will need your Purdue ID #
- Dangling jewelry is not allowed, for safety reasons.

What to expect as a volunteer?
We expect our volunteers to be team players and consistent in volunteerism. On our receiving days our volunteers can be helpful in obtaining patients for and animal restraint during cardiac physical exams, echocardiography exams, help our technician and students with electrocardiography and blood pressure measurements, and transporting samples to clinical path, turning in bill at front desk to the volunteer tasks, transporting patients, and setting up patient cages.

What you will not be allowed to do: Volunteers may not perform medical/invasive procedures on any Cardiology patient. That includes administering medication and drawing blood.

Suggestions to get the most out of your volunteer experience:
- Report as scheduled.
- Ask questions!
- Keep a notebook to log questions, answers to questions and other information.
- Be proactive and take initiative, but please ask before you actually perform a task.
- We recommended that you keep a log of your volunteer hours and the skills and experience you gain as you work. Interact with the staff and staff and faculty as much as possible and learn their names. The better they know you, the better they can evaluate you if you would like to have them be references for applications for other positions, or to veterinary or veterinary technician school in the future.

Thank you for your interest in Cardiology! We hope that you gain the experience you are looking for, and have a great time too! ☺️
In order to volunteer in the PUVTH ICU and ECC, please acquaint yourself with the rules outlined below. One of the most important things to note is that you will not be able to participate directly in patient treatment, or handle animals. Volunteer positions are strictly observational.

**Hours:**
The ICU and ECC at the Veterinary Teaching Hospital (VTH) run 24 hours daily. In general, volunteer shifts can be arranged at any time during regular business hours (8am-5pm – Monday through Friday).

**Supervision:**
The ER doctor or Criticalist (either Dr. Paula Johnson, Dr. Aimee Brooks, or Dr. Elizabeth Thomovsky) on duty will be your direct supervisor. Please find one of them at the beginning of your shift and check in and also notify them when you leave. They may have important information to share with you about interesting cases or other matters, so please pay close attention to them and follow their instructions.

**Dress Code:**
Please wear clean, solid colored scrubs only and shoes with a closed toe. A volunteer badge will be provided – please make sure it is visible at all times.

**Duties & What to Expect:**
As noted above, the ECC and ICU volunteer positions are strictly observational. Handling animals for restraint or diagnostic procedures is not part of the volunteer experience. This is due to liability issues, as well as Purdue policy. Please feel free to ask questions about cases and procedures, but understand that the main priority of the doctors and technicians is to provide patient care – your question may need to wait until the doctor or technician has time to devote to it. Please be sensitive to the pace of the ER and the caseload, and do not feel offended if your questions are not immediately answered.

Many cases in the ER and ICU are intense and involve very ill animals. Animals are often euthanized on ER or ICU for a variety of reasons. Please be aware of the sensitive nature of some of the cases. Contact with pet owners must be OK’d by a doctor or technician beforehand.

**Injuries:**
If you are injured, please see the on-duty ER doctor or Criticalist for further instructions. Immediate medical attention will be needed for all bite injuries that penetrate the skin, and paperwork will need to be filled out to document any injury received. Student volunteers will be responsible for any expense incurred to treat an injury.

**Absence:**
If you will be unable to attend a scheduled volunteer shift, please notify the on-duty ER doctor or Criticalist. Between 8am and 6pm please call the main hospital number 765-494-1107 and have the Criticalist on duty paged. After 6pm call 765-496-7911 and ask for the ER doctor on duty.

**Training/Paperwork:**
- Right to Know Training
- Biological Awareness Training
- Personal Protective Equipment Training
- Occupational Health Program Volunteer Waiver
- Policy on Confidentiality
- Emergency Contact Information
- MRI Safety Video and Authorization Form
- Volunteer Appendix C
Confidentiality:
Pictures of patients are not allowed without owner consent. Please do not photograph or discuss specific cases outside of the VTH or post details on social media sites like Facebook or Twitter. All client and patient information in the medical record or what you might hear in discussions while you are in the hospital are legally confidential. Please be aware of this.

Suggestions to Get the Most Out of Your Volunteer Experience:
- Report as scheduled
- Ask questions
- Keep a notebook to log questions, answers to questions, and other information.
- We recommended that you keep a log of your volunteer hours and the skills and experience you gain as you work. Interact with the staff and faculty as much as possible and learn their names. The better they know you, the better they can evaluate you if you would like to have them be references for applications for other positions, or to veterinary or veterinary technician school in the future.
To: VTH Volunteers  
Date: February 27, 2017  
Re: Hazard Communication / Right-to-Know Training  
From: Volunteer Coordinator

The Hazard Communication Standard (HCS) was enacted in an effort to protect employees from chemical hazards in the workplace. Employees have the right to know of associated hazards of things they work with on an everyday basis. Thus, the HCS is also known as the “Right to Know Law”. Purdue University has complied with the HCS since 1989 by developing a Written Compliance Program and has been training personnel in various sections/depts. across campus.

Chemical manufacturers must determine the physical and health hazards if each product they make and provide that information to the purchaser in the form of a Material Safety Data Sheet (MSDS). The Veterinary Teaching Hospital and Veterinary Clinical Sciences Dept. make every effort to obtain and maintain MSDS for all hazardous chemicals used within this facility. Binders containing MSDS information are located in strategic sites throughout the hospital and in each laboratory. A master file is also maintained in Lynn 1258B.

<table>
<thead>
<tr>
<th>Area</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Central Supply</td>
<td>G234, on shelf to the right of the packaging prep table</td>
</tr>
<tr>
<td>Clinical Pathology</td>
<td>On bookshelf to the left of entry door [top]</td>
</tr>
<tr>
<td>Diagnostic Imaging</td>
<td>Main Viewing Room, in wooden cabinet table in the center of the room</td>
</tr>
<tr>
<td>Farriery Classroom and stable area</td>
<td>In cabinet above sink</td>
</tr>
<tr>
<td>Large Animal Ambulatory vehicles</td>
<td>In the cab of each vehicle</td>
</tr>
<tr>
<td>Large Animal Hospital (includes Medicine, Surgery, Isolation, Farriery Surgery area)</td>
<td>G427 across from reception desk</td>
</tr>
<tr>
<td>Large Animal Maintenance (LA Grooms)</td>
<td>Ward 4, West Wall of the treatment area in locker next to student time card storage. G284, to the left side on the desk.</td>
</tr>
<tr>
<td>Oncology</td>
<td></td>
</tr>
<tr>
<td>Pharmacy</td>
<td>G361, 3rd shelf of wooden bookcase located in NE (right from Treadmill EHSB 125B on tall file cabinet)</td>
</tr>
<tr>
<td>VMIF</td>
<td>Office/Lab (Room 119)</td>
</tr>
</tbody>
</table>

Each binder, or set of binders, is white with bright yellow labels to make them highly visible. In case of an accidental chemical emergency or over exposure to personnel, the appropriate MSDS information should be provided to medical response teams. Written Compliance Manuals should be located near the MSDS binders throughout the hospital. VCS research laboratories have similar binders containing MSDS specific to the area.

Purdue University (your employer) is responsible for ensuring that all employees are made aware of possible hazards in the workplace. It is the employee’s responsibility to read container labels and use chemicals appropriately and according to the manufacturer’s recommendations. Many chemicals will react adversely if mixed with others. Bleach, for example, should not be mixed with any chemical unless specific label directions indicate that it is safe to do so. (Chlorine gas is highly noxious and hazardous.) The common cleaning and disinfectant chemicals used in the VTH are considered hazardous under OSHA’s definition, but they are relatively safe if common sense is applied. **Read the labels before using any product for the first time!** Acid cleaners (pH <7) should not be mixed with basic compounds (pH > 7). They should also be stored separately in order to avoid accidental reactions.
MSDSs should be used as a reference tool. If an employee is unsure of how to properly use a product, the information should be found on the label or on the MSDS. Employees should ask their supervisor if unsure of the proper use of any chemical! Keep in mind that MSDS are written to inform not only the user of potential hazards, but also contains information required by such agencies as the Dept. of Transportation, Environmental Protection Agency, etc. necessary to insure proper shipping and storage and disposal of the product.

There is no standard MSDS form at this time. You may not find exactly the same amount of information on every MSDS, but you should find everything that is known about the chemical, its hazards, and the things you can do to avoid injury and illness when handling that particular hazardous substance. If you have difficulty interpreting the information contact the manufacturer, REM, or your volunteer coordinator for assistance.

In case of an accidental exposure to a hazardous chemical, notify your co-workers or supervisor immediately. Accidents include spills, contamination, contact exposure, and ingestion. Following emergency procedures in this instance is vital to prevent potential injury. These include using the proper PPE (personal protective equipment) for clean-up purposes and seeking medical attention in the event of eye/skin contact and internal ingestion. Critical data will be found in the MSDS for all of the above documents. Your supervisor should always be notified in order that proper reporting and documentation is completed in a timely manner. If an emergency response team is required, call 911. Seek medical attention if the situation warrants.

Quiz (please answer the following questions, then sign and return this entire form to your volunteer coordinator. You may make a copy for your own files.

| T F | 1. The Hazard Communication Standard states that you have the right to know what hazards you face on the job. |
| T F | 2. It is Purdue University's responsibility as your employer to inform you of the hazardous chemicals you work with on the job. |
| T F | 3. It is the employee's responsibility to read container labels and use chemicals appropriately and according to the manufacturer's recommendations. |
| T F | 4. Before using a chemical or any product in the workplace, it is wise to read the label. |
| T F | 5. MSDS Binders throughout the VTH are yellow with white labels. |

I have read and understand the information presented about the Purdue University Hazard Communication Program. If I have further questions, I will ask my supervisor or contact my volunteer coordinator.

Name (please print)________________________________________________________________
Signature_____________________________________________________Date___________________

21
To: VTH Volunteers  
From: Volunteer Coordinator  
Date: 2/27/2017  
Subject: Biological Safety Awareness Information

Purdue University Policy Statement: It is the policy of Purdue University and the Veterinary Teaching Hospital to take every reasonable precaution to provide a work environment that is free from recognized hazards for its personnel in accordance with the General Duty Clause of the Indiana Occupational Safety and Health Law (IC 22-8-1.1 Section 2). Specific information on work practices, procedures, and policies necessary to ensure the health and safety of individuals can be found in the Purdue University Biological Safety Manual. Failure to comply with instructions contained in this memo or the Biological Safety Manual may result in violation of the General Duty Clause.

Some emergency phone numbers and www sites:

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>911</td>
<td>All emergencies</td>
</tr>
<tr>
<td>49-46113</td>
<td>Radiological and Environmental Management (REM)</td>
</tr>
<tr>
<td>49-48548</td>
<td>Kevin Draper</td>
</tr>
<tr>
<td><a href="http://www.purdue.edu/REM/">http://www.purdue.edu/REM/</a></td>
<td>REM Home Page</td>
</tr>
<tr>
<td><a href="http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/zoonotic.shtml">http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/zoonotic.shtml</a></td>
<td>Zoonotic Diseases</td>
</tr>
<tr>
<td><a href="http://www.cdc.gov/niosh/animalrt.html">http://www.cdc.gov/niosh/animalrt.html</a></td>
<td>Asthma &amp; Allergens</td>
</tr>
<tr>
<td><a href="http://www.cdc.gov">www.cdc.gov</a></td>
<td>Center for Disease Control</td>
</tr>
</tbody>
</table>

DISEASES COMMUNICABLE FROM ANIMALS TO HUMANS

Humans are not usually susceptible to infectious diseases suffered by animals. However, there are some important exceptions. Organisms carried by normal-appearing animals may, on some occasions, produce significant disease in people. Such infections, shared by animals and man, are called zoonoses. While the animals have natural resistance to these microorganisms, humans with no previous exposure to the agent lack this protective immunity. Therefore, always be aware of possible consequences when working with each type of animal and take precautions to minimize the risk of infection. Whenever you are ill, even if you are not certain the illness is work related, always mention to your physician that you work with animals. Many zoonotic diseases have flu-like symptoms, and your physician needs this information to make an accurate diagnosis. Report any diagnosis of a zoonotic disease to your supervisor immediately!

Animals suspected of having a contagious disease would be housed in isolation facilities within the hospital. If space limitations will not allow this, the stalls will be clearly labeled. Specific protocols for handling these animals will be posted. Check with your supervisor if you have any questions or concerns.

Common sense practices can lessen the risk of infection in general. These include cleanliness in routine tasks around animals and hand washing after completion of animal work. Workers should also take enough time to give injections properly, and use a two-person team to inject animals, if necessary. Do not re-cap needles; discard them in a container designed for proper disposal of contaminated "sharps." For procedures such as necropsy, bedding changes, and tissue and fluid sampling, use biological safety cabinets, physical containment devices, or other personal safety gear when appropriate.

The scope of possible zoonotic infections is quite large and only a few examples will be described here. All personnel should be aware that laboratory animals (particularly rats, rabbits, guinea pigs, hamsters, and cats) are sources of potent allergens to sensitized persons.

Some specific zoonotic diseases and the animals associated with them are described in this document with more complete information available at http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/zoonotic.shtml.
THINGS YOU SHOULD KNOW…

IF YOU ARE PREGNANT

Pregnant caretakers without immunity to toxoplasmosis should not be exposed to experimentally infected animals and should avoid contact with cats and places that cats are known to defecate because of the risk of congenital *Toxoplasma* infection. Avoid cat feces. Wear gloves when working in areas potentially contaminated with cat feces or fresh necropsy specimens, which also can contain infectious *Toxoplasma* organisms. Wash hands thoroughly after handling any potential source of infection.

*Coxiella burnetti*, a rickettsial organism and the cause of Q fever in humans, can infect sheep, cattle, goats, and cats. This rickettsia has a predilection for the uterus and mammary glands of these animals and can be found in birthing products and raw milk. Q fever can cause pneumonia, fetal death, hepatitis and chronic endocarditis. Pregnant women should minimize exposure to uterine and placental discharges, especially those of sheep. Dusty situations can aerosolize this resistant organism making exposure without animal contact possible in areas of high sheep density.

Pregnant women should also avoid working with hazardous agents and exposure to radiation or chemicals that are known to be teratogenic.

IF YOUR IMMUNE SYSTEM IS COMPROMISED:

Some people are more likely than others to contract diseases from animals. A person's age and health status may affect his or her immune system, increasing the chances of getting sick. People who are more likely to contract diseases from animals include infants, children younger than 5 years old, organ transplant patients, people with HIV/AIDS, and people being treated for cancer. Individuals are encouraged to speak with their personal physician regarding these concerns.

IF YOU HAVE A HISTORY OF ALLERGIES:

Animal allergies can be a significant occupational health concern for individuals who work with common laboratory animal species. Cats, rabbits, mice, rats and guinea pigs are the most frequently implicated allergy causing species. Exposure to animal related allergens (fur, hair, dander, and urinary proteins) may occur by inhaling contaminates or by direct contact. Allergy symptoms include rhinitis (runny nose and sneezing similar to hay fever) conjunctivitis (irritation and tearing of the eyes), asthma, and/or dermatitis (skin reactions). Minimize the risk of development of animal allergies by: working in well ventilated areas, use good hygiene practices (hand washing), use personal protective equipment such as gloves, wear N-95 rated dust masks and laboratory coats. To decrease exposure for others animal cages should be covered while being transported to a laboratory or procedure area.

PREVENTION:

Hand washing is extremely effective in preventing disease transmission. Hands should be washed thoroughly and frequently, and then dried completely after handling any animal in the hospital. It is also prudent to wash hands after handling such specimens as fecal samples, laboratory samples, soiled bandage materials and laundry. Disposable gloves offer some protection, but are not a substitute for hand washing. Shoes soiled with feces or urine should also be cleaned thoroughly to remove all organic material, and then disinfected. Easily cleaned and disinfected footwear is required when in the Large Animal Hospital Wards.

Food and drink are not allowed in the LAH except for offices, conference rooms, and the reception area. Cosmetics and contact lenses should not be applied in animal areas.
## BioHazard Awareness Training Certificate

**Instructions:** After reading the BioHazard Fact Sheet, answer this short quiz.

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<tbody>
<tr>
<td><strong>T F</strong></td>
<td><strong>6.</strong> Zoonotic diseases are those which can be transmitted from animals to humans.</td>
<td></td>
</tr>
<tr>
<td><strong>T F</strong></td>
<td><strong>7.</strong> Immunocompromised individuals are at more risk of contracting a zoonotic disease than are healthy adults.</td>
<td></td>
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<tr>
<td><strong>T F</strong></td>
<td><strong>8.</strong> Handwashing is extremely effective as a means of disease prevention.</td>
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<tr>
<td><strong>T F</strong></td>
<td><strong>9.</strong> Animal allergies can be a significant occupational health concern for individuals who work with common laboratory animal species.</td>
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<tr>
<td><strong>T F</strong></td>
<td><strong>10.</strong> Wearing disposable gloves is a suitable substitute for hand washing.</td>
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</table>

Sign and date this form and return it to your volunteer coordinator.

I have read and understand the information contained on this fact sheet regarding potential risks associated with animal contact. If I have further questions I will speak with my supervisor or your volunteer coordinator.

Name (please print)________________________________________________________________

Signature________________________________________Date___________________
Purdue University Veterinary Teaching Hospital  
Personal Protective Equipment (PPE) Training

Please take a few minutes to visit the following url:

http://www.chem.purdue.edu/chemsafety/Training/PPETrain/ppetrainsettings.htm

Follow the instructions and complete the sections that are appropriate to your work in the VTH. At the very least, we require you review the following: chem/bio gloves, clothing/other skin cover, lab coat, and dust mask. Hearing protection may be good to have on file as well.

It only takes a few minutes to review the information. When you are finished, print the certification of completion, sign it, and return it to your volunteer coordinator for the supervisor signature and processing.

Please note that completing this paperwork is not optional. It must be done in order that we keep our OSHA compliance efforts up to date. If you have any questions, contact your volunteer coordinator either via email or by phone.
Oncology Hazard Communication
Right-to-Know Handout

This handout is to inform you of the hazardous drugs that you may come in contact with while in oncology. It will include:

I – Hazardous Drugs
II – Why they are dangerous
III – Personal Protective Equipment (PPE) & Appropriate work practices
IV – Proper disposal of contaminated materials
V – Emergency procedures
   a – For spills
   b – For exposure

I – Hazardous Drugs that are used in the Oncology Department

- Bleomycin
- Carboplatin
- Cisplatin
- Cyclophosphamide
- Cytarabine
- Dactinomycin
- Doxorubicin
- Gemcitabine
- L. Asparginase
- Mechlorethamine
- Mitoxantrone
- Procarbazine
- Vinblastine
- Vincristine

II – Why they are dangerous
In oncology you will work with drugs that are considered “hazardous drugs”. These are also called cytotoxic or antineoplastic drugs. Four drug characteristics which classify these drugs as hazardous are:

1. Genotoxicity \( \rightarrow \) damaging to genetic material
2. Carcinogenicity \( \rightarrow \) producing or tending to produce cancer
3. Teratogenicity or fertility impairment \( \rightarrow \) chemicals which affect the reproductive capabilities including chromosomal damage (mutation) and effects on fetuses (teratogenesis)
4. Serious organ or other toxic manifestation \( \rightarrow \) this could include any major organ or body system

III – PPE & Standard Safety Precautions
To avoid these toxicities we follow standard safety precautions and use Personal Protective Equipment (PPE)

1. Standard Safety Precautions
   a. DO NOT stand within 3 ft. of animal receiving chemotherapy without PPE.
   b. DO NOT try to assist the person or persons administering chemotherapy by recapping or holding needles or caps.
   c. Have a firm hold on the animal receiving chemotherapy and if you are uncomfortable in any way let someone know.
   d. Once an item is used or placed within the vicinity of chemotherapy (gauze, tape, needle, cap, etc.) it must be disposed of properly in designated containers.
   e. Hands should be washed before donning and after removing gloves.
   f. Gowns or gloves that become contaminated should be changed immediately.

2. PPE-Personal Protective Equipment-This includes any items used to help protect against exposure to hazardous drugs
   a. When assisting with chemotherapy administration or dealing with anything containing chemotherapy you must wear gloves, mask, gown, and goggles. Hands must be washed prior to donning PPE.
   b. When donning PPE, you first don the gown, then the gloves are to cover the cuffs of the gown, and then the mask must cover both nose and mouth.
   c. When removing PPE, you first remove your gloves (never touch your mask, face, hair or anything that is not covered with PPE, with your gloves on). Then you can remove your mask and gown. Dispose of items as directed.
   d. Wash your hands after disposing of the PPE.
IV. – Proper disposal of contaminated materials. There are two types of waste when dealing with chemotherapy administration, sharps and soft waste.

1. Sharps- should include any and all needles used, as well as anything that may have come in contact with the drug such as catheter, gauze, and tape. These items should all be place in the bucket labeled for chemotherapy sharps waste. Also any waste from spills should be placed in this container.
2. Soft waste- should include anything that does not have a risk of stabbing or tearing a bag, such as gloves, mask, absorbent pad, and gown.

V. – Emergency Procedures

1. Spills- A designated person or persons should be selected to handle all spills, which in oncology will be one of the oncology staff technicians.
   a. Small spills- spills less then 5 ml. All appropriate PPE should be donned
      • Liquids should be wiped with absorbent gauze pads; solids should be wiped with wet absorbent gauze. The spill areas should then be cleaned three times using a detergent solution followed by clean water.
      • Any broken glass fragments should be picked up using a small scoop (never the hands) and placed in a “sharps” container.
      • Reusable items (such as scoops) should be washed twice with detergent by a trained employee wearing double latex gloves and gown.
   b. Large Spills- Spill over 5 ml
      • The area should be isolated and aerosol generation avoided.
      • Liquid spread is limited by gently covering with absorbent sheets or spill-control pads or pillows. If a powder is involved, damp cloths or towels should be used.
      • Then follow same protocol as small spills

2. Exposure, or personal contamination-Contamination of protective equipment or clothing, or direct skin or eye contact should be treated by:
   a. Immediately removing the gloves and/or gown.
   b. Immediate cleansing of the affected skin with soap and water.
   c. Flooding an affected eye at an eyewash fountain or with water or isotonic eyewash designated for that purpose for at least 15 minutes
   d. Obtaining medical attention.
   e. Document exposure/contamination.

ONCOLOGY RIGHT TO KNOW TRAINING

Quiz: Please answer the following questions, then sign and return this page (hard copy) to your volunteer coordinator. You may make a copy for your files.

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</table>

I have read and understand the information presented in the Oncology Hazard Communication Right-to-Know Handout. If I have further questions, I will ask my supervisor or contact your volunteer coordinator.

Name (please print) ____________________________________________

Signature____________________________________________________Date__________________


SMALL ANIMAL
To: VTH Volunteers (Small Animal Hospital)  
Date: February 27, 2017  
Re: Animal Basic Restraint/behavior Information  
From: Volunteer Coordinator

You have agreed to report to the Small Animal Hospital on a regular basis this coming semester. We must now request that you review specific safety information regarding Canine and Feline Safety. Attached to this form you will find copies of materials taken from Clinical Textbook for Veterinary Technicians (McKurnin) as well as several documents published by the Humane Society of the United States. Please pay particular attention to the following pages in paperwork that is attached with this memo:

Restraint and Handling of Animals:
- 12-15
- 16-17
- 38-45
- 53-54

Fact Sheets:
- Cat Restraint
- Dog Restraint
- Handling and Restraint for Dogs and Cats

We believe that this information will somewhat familiarize you with basic handling and restraint techniques. Once you begin your volunteer experience, staff members and students will assist you in improving your skills in handling canine and feline patients.

When you have completed the reading, this certificate must be signed and returned to your volunteer coordinator.

**Complete and sign the following:**

I have read and understand the information contained on the pages of the text as listed above. If I have further questions, I understand that I may contact a Small Animal Hospital faculty or staff member.

Name (please print)  

Signature  

Date
Small Animal Training: Basic Restraint and Behavior Websites

Visit each of these sites to review the information. As you complete each section, check it off on the Basic Restraint/Behavior Information sheet (p. 28)

http://www.ruralareavet.org/PDF/Animal_Handling.pdf


file:///C:/Users/elliot56/Downloads/Practical_Animal_Care.pdf

https://www.youtube.com/watch?v=ZHoaelVsELs

https://www.youtube.com/watch?v=Kk8a22riCrg
LARGE ANIMAL
To: VTH Volunteers (Large Animal Hospital)  
Date: February 27, 2017  
Re: Equine handling/restraint  
From: Lynda Lum

You have agreed to report to the Large Animal Hospital on a regular basis this coming semester. We request that you review specific safety information regarding Equine Safety.

REQUIRED: Please visit the following website: http://www.extension.org/pages/Ground_Handling_Horses_Safely to view these video clips:
- Introduction and Senses of a Horse
- Flight Zone and Defense
- Approaching a Horse Safely
- Leading and Tying a Horse

SUPPLEMENTAL: We have also placed on the Reserve shelves in the Veterinary Medicine and Animal Sciences Libraries, several copies of the book entitled, Equine Safety, by Stephen A Mackenzie. Copies may also be available from Lynda Lum, luml@purdue.edu. The pages indicated below provide extremely important information on safe restraint techniques and handling of horses. (We do not have copyright permission to publish the pages from the book.)
- 3-18
- 19-42
- 43
- 52-63
- 65-68
- 74-78
- 108-115

We believe this will be helpful for individuals with little or no experience working with horses. For those of you who are experienced equine handlers, please use this reading assignment as a review. Once you begin your volunteer experience, staff members and students will assist you in improving your skills in handling equine patients.

Complete and sign the following:

<table>
<thead>
<tr>
<th>T/F</th>
<th>Horses are reluctant to enter dark or confined areas.</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/F</td>
<td>Horses have 4 means of defending itself. (teeth, front legs, back legs, tail)</td>
</tr>
<tr>
<td>T/F</td>
<td>Horses have 2 “blind spots” meaning they cannot see items/people directly in front or directly behind them.</td>
</tr>
<tr>
<td>T/F</td>
<td>Handlers traditionally lead horses from the left.</td>
</tr>
<tr>
<td>T/F</td>
<td>Talking to the horse or keeping one hand on it while working around the horse will help them to know where you are.</td>
</tr>
</tbody>
</table>

I have read and understand the information contained on the web pages and text as listed above. If I have further questions, I understand that I may contact a Large Animal Hospital faculty or staff member.

Name (please print)__________________________________________________________________________
Signature________________________________________Date__________________

Print this form, checking the boxes to indicate those sections you have reviewed. Please return the signed and dated form as directed.
Visit each of these sites to review the information. As you complete each section, check it off on the *Equine Handling/Restraint* sheet (p. 28)

**Ground Handling Horses Safely**
[http://www.extension.org/pages/Ground_Handling_Horses_Safely](http://www.extension.org/pages/Ground_Handling_Horses_Safely)

(Follow hyperlinks below for individual sections)

- **Introduction and Senses of a Horse**
  [http://www.extension.org/pages/Introduction_and_Senses_of_a_Horse](http://www.extension.org/pages/Introduction_and_Senses_of_a_Horse)

- **Flight Zone and Defense**

- **Approaching a Horse Safely**
  [http://www.extension.org/pages/Approaching_a_Horse_Safely](http://www.extension.org/pages/Approaching_a_Horse_Safely)

- **Leading and Tying a Horse**
  [http://www.extension.org/pages/Leading_and_Tying_a_Horse](http://www.extension.org/pages/Leading_and_Tying_a_Horse)

- **Proper Attire and Benefits of Safe Ground Handling**
  [http://www.extension.org/pages/Proper_Attire_and_Benefits_of_Safe_Ground_Handling](http://www.extension.org/pages/Proper_Attire_and_Benefits_of_Safe_Ground_Handling)
At this time, the University is unable to include volunteer students in the University Animal Exposure Occupational Health Program. All students enrolled at Purdue University must provide the University with proof of current tetanus vaccination. Rabies pre-exposure vaccinations are recommended for all individuals working with warm blooded mammals but are not required of volunteers in our facility.

Completion of this form is required for all Purdue University Veterinary Teaching Hospital volunteers having animal exposure.

Instructions: Visit the web site at Animal Exposure Occupational Health Program Risk Assessment
Click on Risk Assessment Form Link

After reviewing the information, complete this form and return it to your volunteer coordinator.

Type or Print Name ____________________________
Last Name First Name Middle Initial

(Campus) address ________________________________________________________
(Campus) phone ____________________________

Immediate Supervisor’s Name ____________________________________________
(Volunteer Coordinator in Your Section)

Place check before all appropriate items:
1. ___ I have reviewed the Purdue University Animal Exposure Occupational Health and Safety Program.

2. ___ I have read or understand that the following immunizations are recommended:
   a. ___ Tetanus- All personnel having animal contact.
   b. ___ Rabies- Persons exposed to unvaccinated dogs/cats, carnivores, rabies-suspect species.

   **Tetanus** is a disease caused by a common soil bacteria (*Clostridium tetani*). When introduced into your system, usually by a puncture wound, it produces an exotoxin that causes painful muscular contractions. Fatality rates: 10 to 90 percent.

   **Rabies** is a disease that is caused by a virus (*Lyssavirus*). This is an invariably fatal disease that is transmitted from contact with virus laden saliva or tissue from infected animals, i.e., punctures, bites or scratches.

   **Note:** Both of these diseases can be prevented by vaccination.

4. In recognition of the above:
   I understand that my animal contact may be considered a health risk, but that as a volunteer, I do not qualify to participate in the Purdue University Animal Exposure Occupational Health and Safety Program. I do understand that should I be exposed to a zoonotic disease during the scope of my service, treatment will be provided by the University OSHA fund.

Print Name: __________________________________________________________

Signature of Individual: ________________________________________________

Date: __________________________________________________________________
MEDICAL RECORDS/HOSPITAL INFORMATION SYSTEM
CONFIDENTIALITY POLICY

I will only access information and data necessary to do legitimate work/educational activities.

I will not discuss or share patient or client information with another individual unless it is necessary for that individual to perform their work/educational activities, and they are authorized to have access to that information.

I will exercise discretion in conducting patient/client specific conversations within the VTH and understand that sharing any VTH client/patient information in any manner (i.e. pictures, names, information related to patient care, etc.), outside of the VTH, (i.e. verbal conversations, written documents, pictures or information posted on any web application such as Facebook, Twitter, etc., or cell phone) is not allowed.

I will not allow unauthorized persons to access or view patient or client information in the medical record or on the computer. I will not leave medical records or patient or client information on computer screens, printers, fax machines or portable media such as USB flash drives, CD's, or floppy disks unattended in public or semi-public areas.

I accept the responsibility for protecting my personal log-in and password for computer systems at the VTH, and will not share my personal log-in or password with others. I will inform my supervisor/VTH Director if I have reason to believe that anyone may have learned or has used my personal log-in or password for accessing computer systems at the VTH, so that log-in/password can then be changed. Clinicians may not at any time allow anyone (other than the IT Director) to have access to his/her unique PIN associated with his/her Electronic Signature. I understand that I may only make entries/changes into the HIS/EMR when using my personal log-in identification.

I will not remove any medical records from the VTH, including the emailing thereof, that exist on printed paper or portable media (i.e. USB flash drives, CD's, Floppy disks, etc) and contain client demographics (i.e. client name, address, or phone numbers), unless authorized to do so by the VTH Administrative office.

I will inform my supervisor/VTH Director if I observe an unauthorized person harming or accessing any VTH computer system through inappropriate use.

This policy applies to all SVM employees and students, and violation of this policy is considered unprofessional and unethical according to the Principle of Veterinary Medical Ethics of the AVMA.

I affirm that I have read, understand and agree to comply with the Purdue University Veterinary Teaching Hospital Medical Records/HIS Confidentiality Policy.

I acknowledge that if I have been given Permissions for remote access to the Purdue University – VTH’s HIS and EMR, I accept that with this privilege goes the responsibility of adhering to all points within the Medical Records/Hospital Information System Confidentiality Policy. I understand that non-compliance with the Policy may result in revocation of this privilege.

Name: _________________________________ Position/Supervisor: _______________________

(please print)

Signature: ________________________________ Date: _______________________

(please print)
Purdue University Volunteer Student
Emergency Contact Information

__________________________  __________________________  __________________
Last Name                        First Name                      MI

Current Information:

Local Address: _______________________________________________________
____________________________________________________________________

Phone: _____________________________________________________________

Campus/Bldg: _______________________________________________________

Phone: _____________________________________________________________

Email: _____________________________________________________________

CONTACT IN CASE OF EMERGENCY

NAME: ____________________________________________________________

RELATIONSHIP: ____________________________________________________

PHONE: ___________________________________________________________

DATE: _____________________________________________________________
Authorization to Enter VTH MRI Facility

To be able to enter the MRI Facility, you must first watch the MRI safety program video titled MRI Safety Video for Non-MRI Personnel which is on the VTH web site at the below link.

https://www.youtube.com/watch?v=JrAJRsnguP4

This video is only 20 minutes long. Once you have watched the video, you must then print off this authorization page and sign and date it. The signed form must be turned into the VTH Administrative Office where it will be kept on file. This mandate is for your protection and the protection of the patient that is having the MRI done. Please make sure that you listen closely to what the video says and that you remember to remove anything on your body that is metallic or ferromagnetic. Examples of what should not be taken into the MRI room are on the poster that is posted in the MRI control room. Please also be aware that space is limited in the MRI control room and so you might not be able to be in that space if your help is not needed in monitoring the patient.

This is to certify that I have watched and understand the MRI Safety Program video that is located at the above stated URL.

Name ___________________________ Signature ___________________________ Date ____________
Name of Volunteer:  
_____________________________________________________________________________

Date of Volunteer Services: From ______________ To _____________
(Date) (Date)

I have chosen to volunteer my services to Purdue University (“Purdue”) in ____________________ Department.

Event to perform the following services
___________________________________________________________________________

TERMS OF AGREEMENT and RELEASE

I am willing to accept the following terms in order to participate in Purdue's volunteer program:
1. I acknowledge that Purdue is committed to maintaining an environment that recognizes the inherent worth and dignity of every person. Harassment at Purdue is unacceptable conduct and will not be tolerated. __________ (Initials)

2. I understand and consent to Purdue conducting a Sex and Violent Offender Registry Check, and motor vehicle records check if applicable, per the University’s policies and practices. __________ (Initials)

3. I acknowledge and agree that I will not be considered an employee of Purdue University for purposes of state and federal wage and hour laws, and that my voluntary participation is without promise, expectation or receipt of compensation.

4. I understand that Purdue does not provide me with accident or medical insurance and is not responsible for any accident or medical expense incurred by me. Further, I understand that I am neither covered by Workers’ Compensation nor entitled to employee benefits as a result of my voluntary affiliation.

5. I agree to abide by the University’s policies and practices while volunteering my services to Purdue.

6. I understand to not disclose or discuss any confidential information obtained from the University, either during or after my volunteer work with Purdue.

7. I understand that Purdue shall have the right to release or discipline me as a volunteer at its sole discretion and without prior notice. I understand the terms and conditions of this agreement are valid for the duration of my volunteer status as so determined by Purdue. This agreement may be modified by Purdue as it deems necessary and, if so modified, I will be provided with notice of such modifications.

8. I, on behalf of myself, my heirs and my representatives, do hereby release, waive, indemnify and hold harmless The Trustees of Purdue University, The Board of Trustees of The Trustees of Purdue University, Purdue University, and its past and present officers, and its trustees, agents, attorneys, affiliates, related foundations, principals, insurers, subsidiaries, predecessors, successors and assigns of the University (“Released Parties”) from any and all liability, damage or claim of any nature for the Released Parties’ negligence that arises out of or is related to my volunteer activities.

9. I acknowledge and accept that any activity I engage in has inherent risks that may result in bodily injury, property damage or death. I accept and assume the risk of such injuries and damages.

10. The risks described above also include injury or property damage resulting from transportation to or from the volunteer activity.

11. I am aware of the terms and conditions of this agreement and am signing this agreement of my own free will. Further, by signing the agreement I attest to the fact that I am eighteen years of age or older and am able to perform the above-described volunteer services with or without reasonable accommodation (OR) (Applicants age 14 to 17) I am under the age of eighteen years of age, my parent or legal guardian has reviewed this agreement, is aware of the terms and conditions of this agreement and is signing this agreement providing consent so that I may provide volunteer services to Purdue. My parent or legal guardian has reviewed the above-described volunteer services and is attesting that I am able to perform these services with or without reasonable accommodation.
Please affirm your acceptance of the terms of this agreement stated above with your signature below, and please accept our sincere thanks for your valuable contributions to Purdue.

___________________________________________
Volunteer Signature

__________________________________________
Print Volunteer Name and Date

___________________________________________
Department (Witness) Signature

__________________________________________
Print Department (Witness) Name and Date

___________________________________________
Parent/Legal Guardian Signature (If Applicable)

__________________________________________
Print Parent/Legal Guardian Name and Date
A Message from Human Resources:

Purdue University endeavors to enhance a campus environment that values the inherent worth and dignity of each member of the Purdue community, and also ensures a campus environment free of discrimination and harassment.

The University is committed to foster an equitable and inclusive campus climate by ensuring equal access and equal opportunity to all members of the University community. For more information about specific policies and procedures, please review the following:

**Anti-Harassment Policy**  

**Non-Discrimination Policy Statement**  

**Sexual Discrimination**  

**Violence in the Workplace Policy**  

These and many other important University policy statements may be found at:  