



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Meeting Date: March 5, 2020

Agenda Item 10.1b

Subject: Approve Changes to Existing Council of Occupational Education (COE) Program for Accreditation Compliance

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Academic Office

Recommendation: Approve adding new program.

Background/Rationale: Charles A. Jones Career and Education Center (CAJ) is proposing to open a new career education program in partnership with Medical Training Solutions, Inc. called **Veterinary Assistant (84 classroom hours plus 40 externship hours = 124 hours total)**. Veterinary assistants maintain and sterilize surgical instruments and equipment. They handle routine animal care and help Veterinarians and Veterinary technologists and technicians with their daily tasks. They can also provide animal in care in homes, including feeding, bathing, and exercise. There are no Veterinary Assistant programs offered in the Sacramento region at adult schools nor community colleges, and offering this program at CAJ would meet a demand in the field and introduce students to a new career. According to US Bureau of Labor Statistics, in California in 2016, there were 11,900 jobs in this field, with projections of 14,400 jobs in 2026, a 21% increase. The expected wages for this career path in the Sacramento-Roseville-Arden-Arcade, CA Metro Area is from \$12.64, a median of \$14.92, and a high of \$23.15 an hour. Adults of all ages have expressed interest in this career. CAJ is fortunate to have adequate space to house the program, including fenced-in yard space for supervised observation of the animals, along with classroom and lab space in which to operate the program. Under an approved SCUSD contract, Medical Training Solutions, Inc. would provide curriculum development and consultation, along with personnel to provide lab instruction and supervision. One of our CAJ Medical/Clinical Assistant teachers, trained in 4H and Future Farmers of America with 30 years of experience in animal husbandry, animal wound-care and immunizations, and animal shows for county fairs, would also provide instruction. The program covers all aspects of a Veterinary clinic and will train in front and back office procedures. The owner of Medical Training Solutions, Inc. has been in the medical field for 30 years. Medical Training Solutions, Inc. offers consultation and programming in Phlebotomy, Pharmacy Technician, Certified Medical Assisting, Veterinary Technician and Surgical Technician and operates programs in schools and colleges from Monterey to Elk Grove. Once opened, we anticipate serving 64-80 students in the Veterinary Assistant program during the year.

Financial Considerations: None. This will be a fee-based program. A contract with Medical Training Solutions, Inc. will be developed and processed through SCUSD contracts department for program setup and consultation. The current CAJ Medical Assisting teacher will provide instruction on an SCUSD per diem contract, already in place. Once the program is listed on the Eligible Training Provider List through EDD, WIOA Title I (for Youth, Adults and Dislocated Workers), and WIOA Title IV (Department of Rehabilitation) funding will be obtained through the SETA's America's Job Center to cover student fees for those who qualify. Students will be responsible for paying program fees directly, or through job center or other scholarships.

LCAP Goal(s): College, Career and Life Ready Graduates, Operational Excellence

Documents Attached:

1. Signature page for approvals to add new CAJ program
2. Program Description for Veterinary Assistant Program
3. Course Outline for Veterinary Assistant Program
4. US Bureau of Labor: Job Market Analysis for Veterinary Assistants

Estimated Time of Presentation: N/A

Submitted by: Christine Baeta, Chief Academic Officer
Susan Gilmore, Ph.D. Adult Education Director

Approved by: Jorge A. Aguilar, Superintendent

Charles A. Jones Career and Education Center – 323100
Request for Program Changes Under 25%

Program to Add	<i>Veterinary Assistant</i>	<i>CIP Code</i>	<i>01.8301</i>
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Approved Total Clock Hours	124
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The changes herein are approved as noted:

Jessie Ryan, Board President, Area 7
Sacramento City Unified School District

Date

Jorge A. Aguilar, Superintendent

Date

Veterinary Assistant Program Description



12 classroom days

8:00 AM – 3:00 PM, class meets one day a week

84 instructional hours, plus 40 hour externship = 124 hours

Books: Elsevier's Veterinary Assisting Textbook and workbook 2nd edition

This program covers all aspects of a Veterinary clinic. The Veterinary Assistant helps the front office as well as the back office. Instruction ranges from proper grooming techniques to the individual animal's diet. This class has a large skill base with the opportunity to handle animals of all species. The class covers dog and cat care, large animal care, reptiles, Avian and Exotics, nutrition, behavior, Nursing and Husbandry, Lab procedures, Diagnostic imaging, surgical procedures, grooming and much more. A Veterinary Assistant plays a very important role in the Veterinary office. They assist the Registered Veterinary Technician (RVT) as well as the Veterinarian with all aspects of animal care. Veterinary Assistants work with the pet owners to educate on proper grooming and nutrition as well as the true importance of the pet-owner relationship. This is a skill heavy class and accelerated learning at its best. A great program for anyone who is interested in any aspect of the Veterinary field and for those who love animals.

Animal subjects are not boarded overnight or without staff and student supervision, and pet owners sign legal waivers to allow participation in the program. Proper caging, leashing and restraints are used at all times. To keep the animals well-supervised while on site, the classrooms and boarding areas are located in a separate building designated for the program, and a fenced-in yard is adjacent to the program classrooms. The classrooms and yard have direct access to the school parking lot.

Veterinary Assisting Outline



Before class student should have read chapters 1 and 2

1ST week:

Class introduction and paperwork/student folders

Review chapters 1 and 2

Go over all answers in workbook

Homework: Chapter 3 and 4 Textbook and Workbook

2nd week:

Quiz #1

Review chapter 3 Medical Terminology

Animal Body Planes

Review chapter 4 Anatomy and Physiology

Body systems / bones, cat and dog

Homework: Chapter 5 and 6 Textbook and Workbook

3rd week:

Quiz #2

Review chapter 5 Pharmacology

Review chapter 6 Animal Behavior and Restraint

(Guest Speaker: Dog Trainer)

Skills: Gauze Muzzle

Restraint Dog/Cat

(animals in class)

Homework: Breed report #1 Dog

Chapter 7 and 8 Textbook and Workbook

4th week:

Quiz #3

Presentation of Breed report

Review chapter 7 Husbandry and Nutrition

Vaccinations for Dogs/ Cats

Review chapter 8 Animal Care and Nursing

Physical Exam/Normal ranges

Skills **(animals in class)**

Homework: Research and compare 2 types of dog food or cat food from store

Chapter 9 Textbook and Workbook

5th Week

Skills: Dog or cat physical/complete 2 with physical form

(animals in class)

Review for Midterm

6th week:

Mid term

Chapter 9 Anesthesia and Surgical Assisting

Surgical Instruments/sterilization techniques

Sterile prep/gloves

Homework: Chapter 10 and 11 Textbook and Workbook

7th week:

Review Chapter 10 Laboratory Procedure

Review Chapter 11 Diagnostic Imaging

Skills **(animals in class)**

Homework: Breed report #2 Cat

8th week:

Quiz #4

Skills **(animals in class)**

9th week:

Field Trip or Guest speaker

Animal report your choice. (No dog or cat reports)

Skills

Homework: Chapter 12 and 13 Textbook and Workbook

10th Week:

Animal guest day

Review Chapter 12 Avian and Exotic

Review Chapter 13 Large Animal

11th Week:

Quiz #5

(animals in class)

Review for skill and written final

12th Week:

Workbook due

(animals in class)

Written and skills Final

Students attend classes one day a week, for a total of 84 classroom instructional hours. Students will also complete a 40-hour externship to be scheduled with employment partners upon completion of classroom hours. Total program hours = 124.

Veterinary Assistants and Laboratory Animal Caretakers

What Veterinary Assistants and Laboratory Animal Caretakers Do

Veterinary assistants may maintain and sterilize surgical instruments and equipment.

Veterinary assistants and laboratory animal caretakers handle routine animal care and help scientists, [veterinarians](#), and [veterinary technologists and technicians](#) with their daily tasks.

Duties

Veterinary assistants and laboratory animal caretakers typically do the following:

- Feed, bathe, and exercise animals
- Clean and disinfect cages, kennels, and examination and operating rooms
- Restrain animals during examination and laboratory procedures
- Maintain and sterilize surgical instruments and equipment
- Monitor and care for animals after surgery
- Help provide emergency first aid to sick and injured animals
- Give medication or immunizations that veterinarians prescribe
- Assist in collecting blood, urine, and tissue samples

Veterinary assistants and laboratory animal caretakers also provide nursing care before surgery and other medical procedures.

They may prepare equipment and pass surgical instruments and materials to veterinarians during surgery. They also move animals during testing and other procedures.

Veterinary assistants typically help veterinarians and veterinary technologists and technicians treat injuries and illnesses of animals.

Laboratory animal caretakers' daily tasks include feeding animals, cleaning kennels, and monitoring animals.

Summary

Quick Facts: Veterinary Assistants and Laboratory Animal Caretakers	
2018 Median Pay	\$27,540 per year \$13.24 per hour
Typical Entry-Level Education	High school diploma or equivalent
Work Experience in a Related Occupation	None
On-the-job Training	Short-term on-the-job training
Number of Jobs, 2018	92,200
Job Outlook, 2018-28	19% (Much faster than average)
Employment Change, 2018-28	17,600

Work Environment

Veterinary assistants and laboratory animal caretakers work mainly in clinics, animal hospitals, and research laboratories. Their work may be physically and emotionally demanding.

How to Become a Veterinary Assistant or Laboratory Animal Caretaker

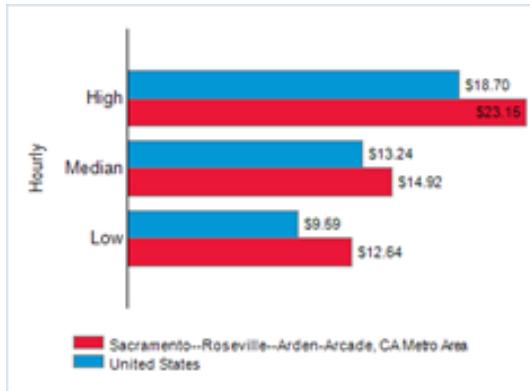
Most veterinary assistants and laboratory animal caretakers have a high school diploma or equivalent and learn the occupation on the job.

Pay

The median annual wage for veterinary assistants and laboratory animal caretakers was \$27,540 in May 2018.

National Employment Matrix- percent change projected 2028 = 109.8, in demand

Employment projections data for veterinary assistants and laboratory animal caretakers, 2018-28						
Occupational Title	SOC Code	Employment, 2018	Projected Employment, 2028	Change, 2018-28		Employment by Industry
				Percent	Numeric	
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program						
Veterinary assistants and laboratory animal caretakers	31-9096	92,200	109,800	19	17,600	



Projected employment

California	92,200
2016 Employment	2018 Employment
11,900	109,800
2026 Employment	2028 Employment
14,400	19%
Percent change	18,100
2,240	Annual projected job opening
Annual projected job openings	
United States	

Data Source: <https://www.bls.gov/> U.S. Bureau of Labor Statistics