Dear Doctor:

The Portland Community College Veterinary Technology program requires all applicants to observe 40 hours in a veterinary clinic or hospital for eligibility for admission to the program. The purpose is to introduce the applicant to the Veterinary Technology profession, and to allow that person to observe the activities of veterinary hospitals so that he/she will be able to decide if this is truly the occupational training he/she desires.

We respectfully request that you allow these students to observe the 40 hours in your hospital. We are only requesting that they observe and not do actual work so that there will be no problem for you in terms of liability relative to your patients and/or the person observing. If the prospective applicant is currently or formerly an employee of yours and has met the requirement for observation and discussion listed on the "Task Observation Form" (see reverse side), then simply fill out the form and return it to the applicant.

We greatly appreciate any effort you make to accommodate these requests for observation. Both the program's faculty and our advisory committee feel this experience will be extremely valuable for the applicants and will, ultimately, strengthen our program and profession.

Sincerely,

Brad Krohn, DVM
Department Chair
Veterinary Technology Program
Task Observation Form

Tasks to be Observed:

1. Minor surgical procedures (e.g. abscess drainage) □
2. Major surgical procedures (e.g. ovariohysterectomy) □
3. Office procedures (e.g. daily cash chart) □
4. Client interaction (e.g. history taking, discharge instructions) □
5. Kennel or stall clean-up (e.g. cage clean-up) □
6. Animal Medicating: (e.g. pilling and/or injecting a cat) □
7. Euthanasia, if possible (not an absolute requirement) □
8. Instrument clean-up □
9. Laboratory work such as looking through a microscope: (e.g. fecal analysis) □
10. Various other treatment procedures: (e.g. expressing anal sacs, enemas) □

Suggested Topics of Discussion:

1. Anticipated wages of a Certified Veterinary Technician
2. Working hours for CVTs
3. Employment benefits anticipated, such as paid vacation, health insurance, etc.
4. Rewards of being a Certified Veterinary Technician
5. Challenges associated with being a Certified Veterinary Technician

Signature of DVM/Hospital Name          Date
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