EXPECTATIONS OF STUDENTS AT ANIMAL FACILITIES INCLUDING VETERINARY CLINICS FOR ALL THE FOLLOWING PROGRAMMES:

❖ NEW ZEALAND CERTIFICATE IN ANIMAL CARE, COMPANION ANIMALS (LEVEL 3)
❖ NATIONAL CERTIFICATE IN ANIMAL CARE (LEVEL 2)
❖ NEW ZEALAND CERTIFICATE IN ANIMAL TECHNOLOGY, VETERINARY NURSING ASSISTANT (LEVEL 5), NATIONAL CERTIFICATE IN VETERINARY NURSING
❖ NATIONAL DIPLOMA IN VETERINARY NURSING
❖ CERTIFICATE IN RURAL ANIMAL TECHNOLOGY

The Otago Polytechnic School of Veterinary Nursing has very high expectations of our students particularly in regard to behaviour and conduct at animal facilities. We expect our students to act and present themselves in a professional manner at all times.

As a student you will have had access to course materials and/or practicals relating to health and safety, hygienic practices, animal handling and husbandry prior to commencing your animal facilities work-placements. Please review these prior to visiting any animal facility.

RULES OF CONDUCT:

Dress Code:

● Wear your clean Otago Polytechnic polo shirt with tidy black or navy trousers, flat closed-in shoes, no jewellery (except a watch) and hair tied back if necessary (shoulder-length or longer).

● Wear your Otago Polytechnic name badge at all times.

● Maintain adequate personal hygiene - you will be working in close proximity to others so be aware of personal hygiene.

● At veterinary clinics, ensure you have your clean Otago Polytechnic scrub top.

Personal and Professional Behaviour Expectations:

● Be punctual, polite and respectful at all times towards animals, people and property. Your conduct should be such that it will not jeopardise the future collegiality between Otago Polytechnic and animal facility work-placements.

● Confidentiality: remember all animal facilities are businesses and you should protect confidentiality of the facility, staff, animals and clients at all times.

● Follow the rules of the animal facility including ensure health and safety of yourself, others and animals: e.g. smoking, if permitted should only be in designated areas.

● Be prepared: review your course materials before attending any work-placement, related to tasks you will be required to complete.
● Be helpful: show a willingness to learn and initiative where appropriate.
● Absence: Telephone your work placement as early as possible if you are due to attend but unable to for any reason. It is very important that you do this as the work-placement will have factored in that you will be there to support them.

Health & Safety:

● Before starting work in any animal facility, ask your supervisor to identify hazards and risks which may affect you or others.
● Identify at the start of your work-placement any health related issues (such as medical conditions including allergies, anxiety) that may have an impact.
● Ensure your tetanus vaccination is up to date.
● Ask your supervisor to explain the methods you should use to minimise any hazards or risks.
● Be certain that you understand any instructions before starting work.
● If you have any doubts about the safety of a task, stop and get instructions from your supervisor before continuing.
● Know when and how medical help can be obtained and the location of the nearest first aid kit.
● Report all accidents to your supervisor immediately.
● Follow all health and safety workplace laws, codes of practice and local rules.
● Correctly use and wear all personal protective equipment provided to you at all times.
● Handle animals safely and carry out any tasks with minimal stress to the animal.
● If you identify an animal as aggressive, do not handle - seek assistance from a supervisor.
● Accountability: if you experience problems when at work-placement please contact your Learning Advisor.

It is essential you follow these guidelines to ensure your health, safety and professionalism whilst attending your work-placement as a student representing Otago Polytechnic, School of Veterinary Nursing.

If you have any questions please do not hesitate to contact us on Free-phone 0800 762 786.

Student Name: ___________________________ Date: ___________________________
Signature: ___________________________ ___________________________