



Sent via email to [kristi.murdock@kirkwood.edu](mailto:kristi.murdock@kirkwood.edu)  
May 5, 2018

Ms. Kristi Murdock, RVT  
Kirkwood Community College  
Veterinary Technology Program  
6301 Kirkwood Blvd, SW  
Cedar Rapids, IA 52406

Dear Ms. Murdock:

Congratulations! At its April 26 – 29, 2018 meeting, the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) continued the Kirkwood Community College veterinary technology program on full accreditation after deliberation of the report of evaluation from the October 11 – 13, 2017 site visit. Accreditation remains in effect until your next site visit, contingent upon favorable review of requested reports.

A final copy of the report of evaluation is included and a copy will be sent to college administration as indicated in the near future. Included is a summary of critical and major deficiencies with details regarding future reporting requirements.

The Committee considered the post site visit response to the critical and major deficiencies in its accreditation decision. After consideration of the documentation provided, the Committee has determined that continued reporting is required on the following deficiencies (see chart(s) below):

Critical deficiency(ies): 1,2,3,4,5,6,8 (noted below)

Major deficiency(ies): 1,2,3,4,5,6,7,9 (noted below)

Note that critical deficiency 7 was removed, major deficiency 1 was moved to a critical deficiency, and major deficiency 7 was edited for clarity.

The Committee has requested an interim report due fall 2018 (September 6, 2018) to address the above deficiencies. The report template will be sent out approximately 2 months prior to the due date.

Per the *Policies and Procedures of the AVMA CVTEA*, documentation of progress toward compliance with critical and major deficiencies must be included in the program's report to CVTEA. Insufficient progress toward meeting deficiencies may be considered cause for reduction of the program's accreditation status. If there are any changes that impact critical or major deficiencies that the CVTEA previously determined do not require continued reporting, the program must report this change. The next full accreditation site visit is scheduled for 2023.

As a reminder, it is required that publication of VTNE data be updated by September 1 of each year. Lack of compliance with CVTEA accreditation standards may result in an adverse accreditation status for a program.

Congratulations on maintaining full accreditation. On behalf of the evaluation committee, thank you for the courtesy and hospitality shown during the site visit. If you have any questions, or if we may be of assistance in the preparation of your next report, please do not hesitate to contact us at 800-248-2862 or Ms. Julie Horvath ([jhorvath@avma.org](mailto:jhorvath@avma.org); ext. 6624).

Sincerely,

*Rachel Valentine, DVM*

Rachel A. Valentine, RVT, BS  
Assistant Director  
[rvalentine@avma.org](mailto:rvalentine@avma.org); ext. 6676

*Laura Lien, CVT, VTS (LAIM) MS*

Laura Lien, CVT, VTS (LAIM), MS  
Assistant Director  
[llien@avma.org](mailto:llien@avma.org); ext. 6609

*AVMA Center for Veterinary Medical Accreditation*

RAV/LLL/jah

cc: Dr. Mick Starchevich, President

<b>Kirkwood Community College ROE 2017</b>		(Office use only)
<p><b>CRITICAL DEFICIENCY (IES)</b>            Critical deficiencies apply to situations that clearly result in a program's inability to meet a Standard, and/or subject students, faculty, or others to unacceptable levels of risk. Documentation of significant progress toward compliance with each critical deficiency must be achieved by the time of the program's next report to CVTEA. Lack of compliance may be considered cause for reduction of the program's accreditation status.</p> <p>It is critical that:</p>		<p>Is the Deficiency met with no further reporting required or unmet with continued reporting required?            (comments); date</p>
1.	Lines of communication be improved through regular meetings of the Dean and the Program Director. (3b)	Unmet; submit copy of meeting minutes
2.	The Program be compliant with Occupational Safety and Health Administration (OSHA) and other safety considerations with respect to: a) unlabeled containers with formalin-preserved specimens; b) lack of hearing protection signage at the kennel entrance; and c) need for Safety Data Sheets to be in labs where chemicals are being used. (4e)	Unmet; submit 2a) visual documentation of signage and dispenser and 2c) visual documentation of SDS binders in lab locations;
3.	Potential safety issues be addressed including: a) container of saline flush sponges in need of usage instructions; b) regular servicing of anesthetic vaporizers according to manufacturers' recommendations; c) two fluid bags hanging in surgery prep with lines and needles in place; d) need to make staff and students aware of presence of emergency action plans; e) need to communicate isolation management protocol; f) trip hazard caused by location of floor scales; and g) the bite/scratch policy does not include all species. (4e)	Unmet; submit copies of course syllabi with content included
4.	Repackaged animal food containers display contents, expiration date, and lot numbers and opened cans of food be labeled. (4e, 5a)	Unmet; submit visual documentation of labeling that includes the identified concerns
5.	Program staffing be sufficient to deliver the educational program, meet the instructional goals of the program and to improve safety in laboratory experiences. (9a)	Unmet; continued reporting required
6.	Evidence exist that all required skills have been performed by all students and have been evaluated by Program personnel using standardized criteria. (10e)	Unmet; continued reporting required
7.	Program Veterinary Technician National Examination (VTNE) reporting on its website be accurate and current. (11c)	Met; 4/2018

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It is critical that:		(comments); date
8.	The Program ensure that the Program Advisory Committee meet at least once annually. (3e)	Unmet; submit copies of meeting minutes

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<b>MAJOR DEFICIENCY (IES)</b> Major deficiencies apply to situations that jeopardize the ability of the program to meet a Standard. Progress toward meeting each major deficiency must be demonstrated on an annual or biennial basis. Documentation of steps taken toward compliance with major deficiencies is required. Lack of compliance within the assigned five- or six-year period, prior to the next scheduled complete evaluation, may be considered cause for reduction of the program's accreditation status.		Is the Deficiency met with no further reporting required or unmet with continued reporting required?
It is required that:		(comments); date
1.	The College continue the planning process to upgrade the Veterinary Technology facility to better meet program needs and emulate a contemporary veterinary facility. (4a, 4b)	Unmet; submit an update and any documentation on efforts to improve program facilities
2.	All facilities utilized for Program instruction emulate a contemporary veterinary environment. (4b)	Unmet; submit an update on efforts to address the outlined concerns
3.	Office space be sufficient for the instructional, advisement, and administrative needs of the faculty, staff, and Program. (4c)	Unmet; submit an update on efforts to provide office space to program personnel
4.	Storage be adequate for Program needs. (4h)	Unmet; continued reporting required

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<p><b>MAJOR DEFICIENCY (IES)</b>            Major deficiencies apply to situations that jeopardize the ability of the program to meet a Standard. Progress toward meeting each major deficiency must be demonstrated on an annual or biennial basis. Documentation of steps taken toward compliance with major deficiencies is required. Lack of compliance within the assigned five- or six-year period, prior to the next scheduled complete evaluation, may be considered cause for reduction of the program's accreditation status.</p> <p>It is required that:</p>		<p>Is the Deficiency met with no further reporting required or unmet with continued reporting required?  (comments); date</p>
5.	Medical record keeping emulate contemporary veterinary practice standards. (5d)	Unmet; provide a copy of completed medical records that address the outlined concerns
6.	Adequate clerical support be provided to the program. (9a)	Unmet; submit an update on efforts to provide clerical support to the program
7.	The Program provide students with a written listing of standardized criteria, a means for them to track their essential skill completion, and ensure that all students have adequate time to perform all essentials skills. (10e)	Unmet; submit an update and documentation to address the outlined concerns
8.	The curriculum be updated to include information on biosecurity and safety issues. (10c)	Met; 4/2018
9.	Employer and graduate surveys with program-specific content be developed and greater efforts to encourage response to employer surveys be made. (11a)	Unmet; submit examples of completed program-specific graduate and employer surveys and efforts to increase the survey response rate