

Standard Operating Procedures

Collin College Student Procedures, Skills, and Animal Use

Purpose

This Standard Operating Procedure (SOP) establishes the requirements to ensure that students participating in clinical skills do so in a humane, controlled, and compliant manner, in accordance with the established limits on animal use as provided in the Collin College Animal Care and Use Protocol for canines and felines.

Responsibilities

1. Collin College

- Provide written protocols outlining skill limits per animal.
- Provide a list of skills being practiced on each animal.
- The instructor directly supervised all approved procedures.
- Track and document each skill performed on each animal.
- Ensure students do not exceed approved limits.
- Immediately stop any procedure that may compromise animal welfare.
- Report all bites, scratches, injuries, or incidents to Animal Services staff.

2. Students

- Follow all Wylie Animal Services and Collin College rules and procedures.
- Perform only approved procedures.
- Immediately report any concerns or complaints to their instructor.
- Report all bites, scratches, injuries, or incidents to Animal Services staff.

3. Shelter Staff

- Verify that all procedures comply with established limits.
- Obtain a copy of the document tracking each skill performed on each animal, and add the documentation to the animal shelter software.
- Intervene if animal welfare concerns arise.

Procedure

1. Pre-Approval of Activities

- The Animal Services staff shall review and approve all skills or procedures prior to the students practicing on the animals.
- A list of skills and the maximum allowable time the skill can be performed per animal must be provided in writing to the Animal Services staff.

2. Animal Selection

- Only animals deemed appropriate by the Animal Services staff may be selected for the subject procedure.

- Animal Services staff may deny any animals that are medically compromised, behaviorally stressed, or otherwise unsuitable.

3. Skill Limits Enforcement

- Each approved skill shall be performed only within the limits established in the current Collin County College Animal Care and Use Protocols and approved by Animal Services.
- The approved repetition limit applies to the animal as a whole and is cumulative across all participating students. For example, if a skill is limited to ten repetitions, a total of ten repetitions may be performed on that animal regardless of how many students participate.
- No more than two different skill types may be performed on an individual animal.
- Once the approved repetition limit for a skill has been reached, no additional repetitions of that skill shall be performed on that animal.
- Once two approved skill types have reached their established limits, no additional procedures shall be performed on that animal.
- All procedures shall be documented and tracked for each animal.

4. Documentation

- Each procedure must be documented, including:
 - Date
 - Student
 - Instructor
 - Skill performed
 - Number of repetitions performed
 - Total cumulative repetitions per animal
 - Animal identification
- The instructor shall verify and sign off on all documentation.
- Records shall be maintained and made available to Animal Services staff.

5. Animal Welfare Monitoring

- All animals shall be monitored for signs of stress, pain, or fatigue. Any animal showing adverse effects shall be removed from participation in any further procedures or skills.
- Animals may be removed from participation at any time at the discretion of Animal Services staff.

6. Supervision Requirements

- A qualified instructor shall be present during all procedures.
- Animal Services retains the authority to halt or deny any activity at any time.

7. Prohibited Actions

- Exceeding the approved skill limits.
- Exceeding the maximum number of different skills performed on each animal.
- Performing procedures without supervision.

- Performing procedures not approved by Animal Services.
- Continuing procedures on animals showing distress.

8. Enforcement

Failure to comply with this SOP may result in:

- Suspension of the program.
- Removal of an animal from participation.
- Termination of the agreement with Collin College

9. Review

This procedure shall be reviewed and updated as needed to ensure continued compliance with best practices and animal welfare standards.