

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE:  NEW POSITION  EXISTING POSITION (allocated)

**PART I - Position Information. Items 1 through 12 to be completed by department**

1. Agency Name: Kansas State University  
9. Position Number: W0010826  
10. Department ID: 3670080070

2. Employee Name (leave blank if position vacant): VACANT  
11. Present Class Title (if existing position): Veterinary Technician II - 8336F3

3. Division: College of Veterinary Medicine  
12. Proposed Class Title:

4. Section: Veterinary Medical Teaching Hospital

5. Unit: Oncology Service

6. Location (address where employee works):  
City: Manhattan County: Riley

7. Type of Appointment (Circle):  
Full Time Part Time 100%  
School Employee  
Limited Term ending date (if applicable):

H	13. Allocation	Veterinary Technician II
U	Supervisory Status:	yes/no
M	FLSA CODE:	nonexempt/exempt
A		
N		
-		
R	14. Effective Date:	11-1-11
E	15. By:	Approved: LSB
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
-		
C	17. Position Review(s)	
E	Date:	Date:
S	Date:	Date:

8. Regular hours of work: (enter appropriate time)  
FROM: 8:00 AM TO: 5:00 PM  
Normal work hours are 8:00 am to 5:00 pm Monday through Friday. Any variance should be approved and mutually agreed with Supervisor prior to the beginning of that work period.

**PART II - Organizational Information. To be completed by department head or supervisor of the position.**

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)  
This technician will help maintain an efficient Oncology service by providing technical and minor instructional skills as necessary to provide services in the Veterinary Medical Teaching Hospital. A primary mission of the Hospital is to provide quality medical service for teaching, research and clients within the surrounding area. A team of quality, professional technicians in the Oncology Section is critical to providing services to support this mission. This position is also responsible for coordination of animal treatments; instruct, train and supervise students and employees in approved treatment technique.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name	Title	Position Number
Dudley McCaw, DVM	Professor	W0011016

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
Randy Juracek	Medical Technologist	W0038210
Mary Lynn Higginbotham, DVM	Assistant Professor	W0042184
Shirley Arck, PharmD	Hospital Administrator	W0041404
Roger Fingland, DVM	Hospital Director	W0011009

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

A) Employee is required to make on-the-job decisions based upon standard operating procedures. It is essential that when uncertain as to procedures, clarification be obtained from the supervisor or duty clinician.

B) Written protocols and on-the-job training through daily interactions with faculty and staff.

C) Assignments are made through guidelines outlined in the position description, but these may vary depending on daily case load fluctuations. Detail is essential in regards to preparing and administering medications.

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21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); \*how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

Primary supervisor is senior clinician in the Oncology Section. Primary area of work is KSU-VMTH Ward 1; secondary areas include Ward 2, special studies and Small Animal ICU, and/or Internal Medicine section.

No.	%	E or M	
1.	60%	E	<b><u>Oncology; Outpatient and inpatient services:</u></b> Assist professional veterinary students with respect to blood and urine collection, fine needle aspirates, skin-punch, pinch and tru-cut biopsy procedures, catheter placement, handling and restraint, chemotherapy and drug injection techniques. The above procedures may include setting up appropriate instruments and equipment, shaving animals, applying sterile surgical preps, and placing IV catheters. The technician will become familiar enough with the above procedures, especially biopsy technique, that they can be performed without direct supervision. Teaching these procedures to veterinary students is expected for the technician in this position. On occasion, the technician may be required to monitor animals under anesthesia for brief procedures. An important aspect of this position is the preparation and administration of chemotherapy. Client communication is a routine of this job. Specifically, history taking and explanation of drug administration at home or with their referring veterinarian will be required.
2.	15%	E	Maintain current knowledge of oncology procedures and equipment operation, learn new techniques as they arise.
3.	10%	E	Become familiar with the Vetstar hospital management system to help maintain accurate and complete medical records of Oncology patients. Record abstracting may comprise a small portion of this position.
4.	5%	E	Assist with after-hours emergency procedures and participate with rotational weekend and holiday stand-by as necessary.
5.	5%	E	Be an effective and dependable employee by beginning each day with a clean, neat uniform, establish and maintain good work habits; maintain a positive, professional relationship with faculty, staff, students and clients.
6.	5%	M	Perform other duties as requested by supervisor, Hospital Director, or Department Head.  Work is periodically reviewed by supervisor and/or Hospital Director for results achieved.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker: Assigns, trains, schedules or oversees work of others.
- Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
- Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
Professional Veterinary Students	

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

Technician will have major responsibility in working with animals belonging to clients. Injury to these animals would represent a serious and costly situation to the Department and the KSU-VMTH. These animals must be handled with skill and care to avoid injury to personnel or damage to equipment. There is a low, but real, risk of serious personal injury. Risk to patient life is serious if technician is inept or careless, which could lead to a malpractice suit.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with clinicians, staff, the public and veterinary students to discuss and coordinate animal care procedures and medical protocol. Animal handling and restraint and assisting with medical procedures are routine. Client contact is routine in regards to history taking, general explanation of drug therapy, and related side effects.

25. a) What hazards, risks or discomforts exist on the job or in the work environment?

There are very real risks to working with animals of various species. The daily requirements of lifting, pulling, placing, carrying, and restraining animals with weights up to 100 pounds pose potential hazards to the technician through injuries suffered as a result of falls, bumping, tripping, slipping, and from scratches, bites, kicking and crushing from animals. A hospital environment potentially exposes one to chemicals, vaccines, bacteria, viruses, fungi, and anesthetic agents. In addition, handling of chemotherapeutic agents and the urine/feces of chemotherapy patients carries a risk. Strict adherence to administration and waste disposal protocols minimizes this risk. In all areas, following protocols and constant attention to safety makes these exposure levels and the associated risks minimal.

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

Employee will be educated in safe chemotherapy handling and administration techniques. During chemo administration, the use of chemotherapy administration gloves will be required. In addition, employee will be instructed in proper biopsy technique to be able to perform these procedures without direct supervision and to teach these procedures to veterinary students.

All CVM employees must complete basic safety training. Newly hired laboratory personnel must complete all training before work may begin in the laboratory. All other personnel have 2 weeks to complete training. All employees must have the Safety Compliance Form on file. For all personnel, the following training is required: Chemical HAZCOM Training ; Fire Safety Training ; General Ergo Training ; Office Ergo Training ; Safe Lifting Training ; SHARPS Training.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Needles, syringes, biopsy equipment, bone marrow aspirate instruments, computer – will be used multiple times on a daily basis.

### PART III - Education, Experience and Physical Requirements Information.

27. MINIMUM REQUIREMENTS as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)

Completion of a two year college program in animal or veterinary technology accredited by the American Veterinary Medical Association and one year experience in animal or veterinary technical support.

28. NECESSARY SPECIAL REQUIREMENTS

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

Must be registered as a paraprofessional under the authority of the Kansas Board of Veterinary Medical Examiners within twelve months of appointment.

Participation in the KSU Occupational Health Biosafety Program is required. Medical information updates (as requested by the KSU-OHBP) will be necessary to continue employment.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Position frequently involves light work. It is occasionally necessary to perform medium or heavy work associated with transporting, carrying, pushing or pulling of animals and/or equipment. Must be able to monitor heart sounds (hearing) through a stethoscope, monitor patient vital signs on TV screen and/or medical monitors (sight), insert catheters, syringe needles, etc. (fingering) as prescribed, and express instructions quickly (talking) in emergency situations.

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**29. PREFERRED QUALIFICATIONS AND SKILLS**

a) List preferred education or experience that may be used to screen applicants.

Minimum of two years post-graduate experience in a veterinary hospital setting.

Minimum of one year post-graduate experience in veterinary oncology.

Clinical teaching and/or supervisory experience will be considered a beneficial asset to this position.

Must have excellent communication skills and strong interpersonal skills.

b) List preferred special knowledge, skills and abilities.

Physically able to handle, restrain and provide medical services to domestic animals.

Ability to maintain and use ordinary veterinary medical hospital equipment.

A knowledge of standard emergency veterinary medical procedures is presumed.

Ability to perform word processing and data entry procedures on a personal computer.

Must be willing and able to master new techniques.

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**30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)**

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).

N/A

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**PART IV - Organizational Chart (Please attach). Indicate classification title and position number.**

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**PART V - Signatures**

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**Kansas State University**  
**Veterinary Medical Teaching Hospital**  
 Small Animal Medicine Section  
 August 23, 2011

