

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: W0011088
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
13. Allocation: *Veterinary Technician II*

5. Unit: Food Animal Medicine/Agricultural Practices Section
Supervisory Status: yes FLSA CODE: nonexempt exempt

6. Location (address where employee works):
City: Manhattan County: Riley
14. Effective Date: *2/1/2010*

7. Type of Appointment (Circle):
Full Time Part Time 100%
15. By: *[Signature]* Approved: *[Signature]*

School Employee
16. Audit(s):
Date: By:
Date: By:

Limited Term ending date (if applicable):
17. Position Review(s):
Date: Date:
Date: Date:

8. Regular hours of work: (enter appropriate time)
Normal work hours are 8:00 am to 5:00 pm Monday through Friday. On occasion the workweek may be changed to accommodate varying class schedules, field services calls, or emergency medical cases. Work may include evening and/or weekend activities. Any variance should be approved and mutually agreed with Supervisor prior to the beginning of that workweek.

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 position is responsible for providing technical services to the Food Animal Medicine/Agricultural Practices Section of the KSU-VMTH. Primary Purpose is to coordinate technical services required for providing quality veterinary care to client, teaching and research patients presented to the Agricultural Practices Section for treatment. This position also is responsible for monitoring veterinary student input into the VetStar computerized hospital management system and for assuring that stocking service areas has been accomplished.

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: David Anderson, DVM Title: Professor Position Number: W0041569
List other individuals who may provide input for evaluation purposes.
Name: Shirley Arck, PharmD Title: Hospital Administrator Position Number: W0041404
Name: Roger Fingland, DVM Title: Hospital Director Position Number: 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 about procedures, clarification be obtained from technical supervisor or Hospital Administrator.
B) Instructions will be general in nature. Clinical schedules are currently posted at the Large Animal Desk to aid in determining senior faculty clinicians on duty for the week. This technician will need to meet with senior hospital duty clinicians each morning to ascertain the day's activities in each section in an effort to balance workload. Initiative is necessary to coordinate animal treatments by instructing and supervising employees and students in approved treatment techniques. There is daily interaction with peers and ample opportunity for discussions with technical supervisor and duty clinicians.
C) Assignment will be made by section head, or designated faculty, according to caseload needs. To facilitate coordination of daily activities, a blackboard located near the record room will be used for sign-up for appointments and procedures, which will require technician time. The board will list procedure time, client name, equipment or procedure packs needed and responsible senior clinician. Procedural detail must be implemented by utilizing technical knowledge of the incumbent. Task performance will be monitored and evaluated by faculty in the Agricultural Practices Section of the KSU-VMTH.

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.

| No. | % | E or M | |
|-----|-----|--------|---|
| 1. | 45% | E | <p>Clinical Facilitator: This position will be responsible for monitoring patient care; patient flow in hospital, field service and in the isolation area; patient record maintenance utilizing VetStar; and patient handling, treatment, and restraint during all phases of the teaching program while directly interacting with students, faculty and staff. This will allow supervision of case management by students, to include teaching of basic nursing skills to students, while House Officers attend 7:30 am learning opportunities. Initiative and oversight will be needed to supervise maintenance and stocking activities in the work areas. Typical responsibilities may include:</p> <ul style="list-style-type: none">A. Plan daily schedule based on logged appointments. Check with duty clinician for rescheduled or non-scheduled activities.B. Organize students, necessary materials and equipment to facilitate efficiency for clients received throughout the day.C. Supervise case treatments beginning at 8:00 am and ending 5:00 pm. Assist students in restraint to ensure safety and proper animal care.D. Assist faculty in monitoring medical records. Assure daily computer entries and billings in VetStar are kept up to date following the established KSU-VMTH format.E. Monitor on a daily basis patient care and status. This includes feed cards, stall maintenance, feed and watering protocols, and animal appearance. |
| 2. | 35% | E | <p>Technical Services: This position will provide ongoing staffing relative to the service commitment of the teaching hospital. Technical responsibilities of this position will be to the Agricultural Practices Section of the KSU-VMTH (an additional position is also designated to assist with rotational coverage of both Agricultural Practices and Equine Medicine). Technical responsibilities will include equipment setup and operation; surgical preparation and setup (excluding the Large Animal Surgical Suite area); and clinical assistance to faculty within the section to facilitate services and communications between Hospital activities such as radiology, central preparation, and the dispensary. Technical responsibility for daily ICU coverage (from 8:30 to 9:30 am) while students attend rounds may be included. Typical responsibilities may include:</p> <ul style="list-style-type: none">A. Maintain the Food Animal Barn on a daily basis. This will include stocking and cleaning sinks and return residual products to central dispensary or central supply following the discharge of a patient.B. Maintain all equipment associated with the conduct of the Agricultural Practices Section in good working order. Large maintenance needs such as chute repair, ejaculator repair or equipment purchases are forwarded to the attention of the appropriate purchasing center.C. Provide orientation for new student rotations on all chutes, milking machine and other equipment.D. Take an active role in the supervision and training of fourth year veterinary students in current technical aspects of large animal medicine to include areas such as intensive care patients, indwelling catheter maintenance, injection techniques, use of balling gun, stomach tube and mouth speculums, maintenance of fluid therapy patients, milking machine function, clipper care, proper restraint techniques and safety while loading and unloading patients. |
| 3. | 20% | E | <p>Additional Responsibilities: Additional technical and training responsibilities include, but are not limited to the following:</p> <ul style="list-style-type: none">A. Initiate measures to increase the efficiency and operation of the Agricultural Practices Section as it relates to technical training and patient care.B. As necessary, assist with coordination of emergency care, vacation period coverage, and unexpected teaching demands with other technicians. |

Work is reviewed daily, on a case by case basis, by supervisor and senior clinical faculty. Work is also reviewed periodically by Hospital Director for results achieved.

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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 |
|---------------------|-----------------|
| 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.

There is a risk of breakage associated with operation and maintenance of hospital equipment as well as a risk to the well being of animals being treated. This could be costly to the Department and the KSU-VMTH. There are further risks involved when working with animals. Some may injure the persons around them. 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 is made with technical supervisor, other faculty, classified and student employees, and veterinary students to define tasks associated with the specific daily caseload within the KSU-VMTH. Public contact will be centered on the provision of high quality veterinary education and service to clients.

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

There are very real risks to working with diseased or injured animals of various species. These include being exposed to scratches, bites, kicking and crushing injuries, especially while attempting to lift, carry, push or pull injured animals. Additionally, a hospital environment potentially exposes one to chemicals, vaccines, bacteria, viruses and fungi. Minimal exposure to radiation and halogenated anesthetic agents is possible; however safety protocol (radiology) and scavenging systems (anesthesia) are in place for protection of all personnel and students. There is a small, but real, risk of serious personal injury. Following normal protocols and with constant attention to safety, as learned in technical school, make 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.

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

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

Surgical instrumentation – several times daily
Computer – as necessary to keep accurate daily medical and financial records
Diagnostic equipment – several times weekly, depending on case load and teaching requirements

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 of 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.

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 lifting, 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 a 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 food animal procedures.

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

Must have excellent communication skills and strong interpersonal skills.

Experience with veterinary hospital management program software, such as VetStar, will be considered an asset for this position.

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.

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.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

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

N/A