

# 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: W0039049  
10. Department ID: 3670080070

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

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

4. Section: Veterinary Medical Teaching Hospital

5. Unit: Equine and Agricultural Practices Sections

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):

8. Regular hours of work: (enter appropriate time)  
FROM: 10:00 pm TO: 6:00 am  
Normal work days are Sunday through Thursday. On occasion, the workweek may be changed to accommodate the VMTH needs. Work may include evening and/or weekend activities on stand-by status.

H U M A N - R E S O U R C E S	13. Allocation	<i>Veterinary Technician II</i>	
	Supervisory Status:	<i>yes/no</i>	FLSA CODE: <i>nonexempt/exempt</i>
	14. Effective Date:	<i>5-21-10</i>	
	15. By:	Approved: <i>[Signature]</i>	
	16. Audit(s)	Date:	By:
		Date:	By:
	17. Position Review(s)	Date:	Date:
		Date:	Date:
		Date:	Date:
		Date:	Date:

**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 Equine and Agricultural Practices Sections in the Veterinary Medical Teaching Hospital. A primary mission of the Hospital is to provide quality medical services for teaching, research, and clients within the surrounding area. Quality, professional technical representation in these Sections is critical to providing services to support this mission.  
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
Elizabeth Davis, D.V.M	Assistant Professor (Equine)	W0040276
List other individuals who may provide input for evaluation purposes.		
Name	Title	Position Number
David Anderson, D.V.M.	Professor (Agricultural Practices)	W0041569
Laurie Beard, D.V.M.	Clinical Associate Professor (Equine)	W0040541
Shirley Arck, PharmD	Hospital Administrator	W0041404
Roger Fingland, D.V.M	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 about procedures, clarification be obtained from technical supervisors or Hospital Director.  
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. Initiative is necessary to coordinate animal treatments by instructing and supervising employees and students in approved treatment techniques. There is interaction with peers and ample opportunity for discussions with technical supervisors.  
c) Assignments will be made by section head, or designated faculty, according to case load needs. To facilitate coordination of daily activities, a blackboard located near the record room is to be used for sign-up 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 Equine and/or Agricultural Practices Sections of the KSU-VMTH.

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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.

Technical responsibilities of this Hospital nursing position will be shared by the Agricultural Practices and Equine Sections of the KSU-VMTH. This allows for coordination of emergency care, vacation period coverage, and unexpected teaching demands during peak periods associate with each respective section. Work is reviewed daily, on a case by case basis, by technical supervisors and senior clinical faculty. Work is also periodically reviewed, by Hospital Director, for results achieved.

No.      %      E or M

1.            45%      E            Clinical Facilitator - - This position will be responsible for monitoring patient care, patient flow in-hospital and in the isolation area, patient record maintenance, 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. Initiative and oversight will be needed to supervise maintenance and stocking activities of dispensary and emergency carts in the work area. Typical responsibilities may include:

- a) Plan daily schedule based on needs of animals hospitalized in the KSU-VMTH.
- b) Supervise case treatments beginning at 10:00 pm and ending at 6:00 am, when necessary. Assist students in restraint to ensure safety and proper patient care.
- c) Assist faculty in monitoring medical records. Assure daily data entry and billing are kept up to date within the VetStar computerized hospital management system, following the established KSU-VMTH format.
- d) Monitor, on a daily basis, patient care and status. This includes feed cards, stall maintenance, feed and watering protocols and animal appearance.
- e) Supervise students scheduled on Emergency ICU duties. Ensure appropriate patient care and treatment.

Work is reviewed by senior clinician on duty and by supervisor as necessary for results achieved.

2.            35%      E            Technical Services - - This position will provide on-going staffing relative to the service commitment of the teaching hospital. Technical responsibilities of this Hospital nursing position will be shared by Equine and Agricultural Practices Service areas of the KSU-VMTH. Technical responsibilities will include equipment setup and operation, surgical preparation and setup and clinical assistance to faculty within the area (as scheduled) to facilitate services and communications between hospital activities such as central preparation and the dispensary. Typical responsibilities may include:

- a) Maintain the equine/food animal barn on a daily basis. This will include stocking and cleaning sinks in the receiving area, tack room, llama receiving, bull pens, swine receiving, and working dispensary. Also 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 Equine/Agricultural Practices Section in good working order.
- c) Participate in orientation and clinical service with students during after hours KSU-VMTH operations.
- 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 such areas as intensive care patients, indwelling catheter maintenance, injection techniques, use of stomach tube, maintenance of fluid therapy patients, clipper care and proper restraint techniques and safety while loading and unloading patients.
- e) Maintain the Equine ICU area (including stocking and patient monitoring).
- f) Provide backup support to endoscopy procedures and endoscopy equipment maintenance and cleaning as outlined by Hospital protocol. Set up endoscopy equipment and supplies, assist clinicians during procedures, enter appropriate charges for supplies used and for the procedure into the VetStar system, clean equipment according to established protocols, and restock supplies after each use, as assigned.
- g) Maintain the cleanliness of Pyxis equipment located in equine pharmacy area.

Work is reviewed by senior clinician on duty and by supervisor as necessary for results achieved.

3.            20%      M            Additional Responsibilities - - Additional technical and training responsibilities include, but are not limited to, the following duties:

- a) Initiate measures to increase the efficiency and operation of the Equine/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.
- c) Assist with clinical research projects after completion of primary hospital duties, as needed. Specific research duties will be coordinated with section head.
- d) Maintain proficiency in operation and maintenance of Hospital equipment (i.e. endoscope, ultrasound, etc.).

Work is reviewed by senior clinician on duty and by supervisor as necessary 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.

Technician will have major responsibility in working with animals belonging to clients and with highly valued research animals. Injury to these animals would represent a serious and costly matter to the Department and the KSU-VMTH. These animals are large and 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 is made with technical supervisors, 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 around 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, fungi and anesthetic agents. 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 training, make these exposure levels and the associated risks minimal. The most likely "hazard" is an animal becoming fractious and uncontrollable.

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.

Computer – as necessary (generally several times daily) to keep accurate medical and financial records.  
Hospital and diagnostic equipment – several times daily, depending on caseload 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 <sup>or</sup> 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 TV screen and/or medical monitors (sight), insert catheters, syringe needles, etc. (Fingering) as prescribed and express instructions quickly (talking) in emergency situations.

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

b) List preferred special knowledge, skills and abilities.

Physically able to handle, restrain and provide medical treatments to large domestic animals.  
Ability to work with domestic animals and 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.  
Ability to perform endoscopic procedures, clean and properly maintain endoscopy equipment.  
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).

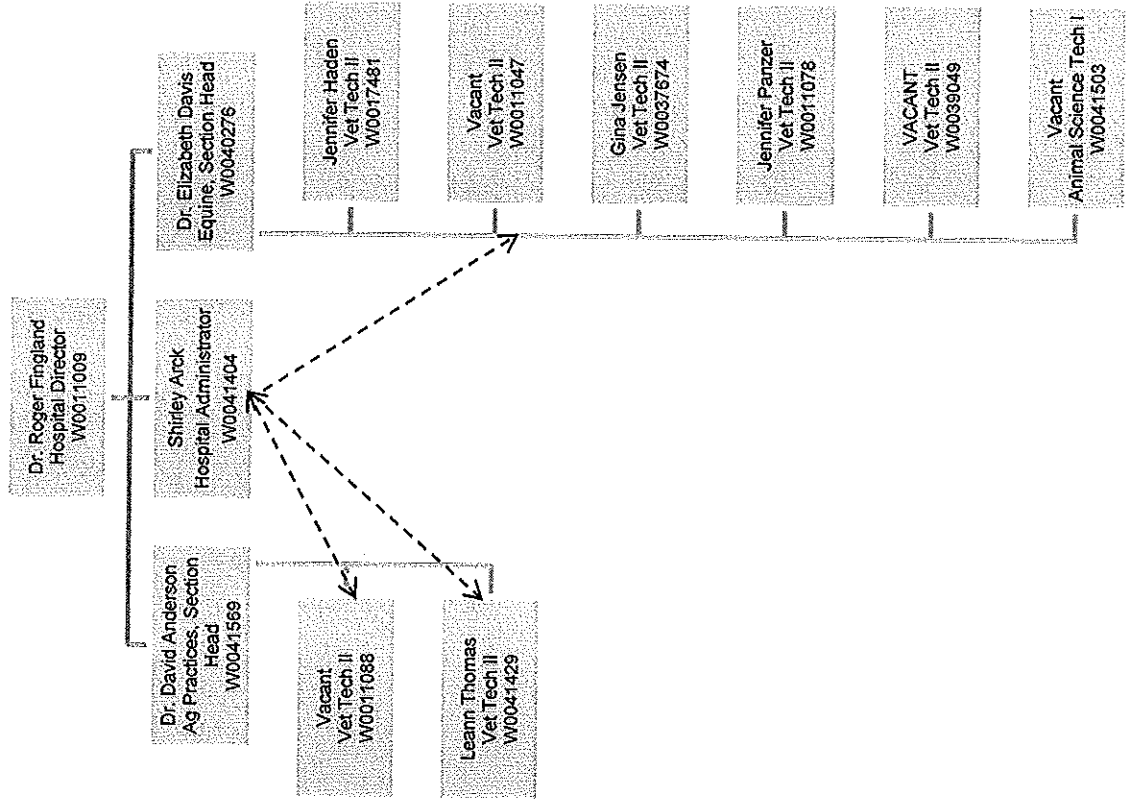
N/A

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

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**Kansas State University**  
**Veterinary Medical Teaching Hospital**  
**Agricultural Practices/Equine Medicine/Surgery Sections**  
**May 18, 2010**



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