

# 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: W0040550  
10. Department ID: 3670080070

2. Employee Name (leave blank if position vacant): Linda Schoen  
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: Junior Surgery Laboratory Supervisor

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: 8:00 AM TO: 5:00 PM

Normal work days are Monday through Friday. Frequently the workweek and hours may vary to accommodate emergency medical cases or varying class schedules. In addition, the employee may periodically be scheduled on stand-by for evening and/or weekend periods.

**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 plans, organizes, directs and controls work in the Small and Large Animal Junior Surgery Laboratories. Employee monitors inventory levels, assigns and reviews work performance of veterinary students. In addition, this position will provide assistance in the small and large animal surgery areas of the VMTH

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
Shirley Arck, PharmD	Hospital Administrator	W0041404
List other individuals who may provide input for evaluation purposes.		
Name	Title	Position Number
David Anderson, DVM	Professor	W0041569
James Lillich, DVM	Associate Professor	W0017470
James Roush, DVM	Professor	W0011039

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 on standard operating procedures. It is essential that when uncertain as to procedures, clarifications be obtained from technical supervisor or Hospital Administrator.
- B) There are written standard operating procedures for the employee as well as periodic oral and written instructions. There is daily interaction with peers and ample opportunity for discussions with technical supervisor and Hospital Administrator. The employee is required to exercise independent judgment when determining methods or procedures to use in the decision-making process.
- C) Assignments are made from a general work guide supplemented with periodic meetings with technical supervisor. Assignments are given in detail commensurate with complexity of the task to be performed. It is expected that technical skills be utilized to maintain consistency with accepted hospital protocol in surgical areas.

H 13. Allocation *Veterinary Technician II*

U

M Supervisory Status: yes/~~no~~ FLSA CODE: ~~nonexempt~~/exempt

A

N

R 14. Effective Date: *6/13/08*

E 15. By: *[Signature]* Approved: *[Signature]*

S 16. Audit(s)

O Date: By:

U Date: By:

R

C 17. Position Review(s)

E Date: Date:

S Date: Date:

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. 40 E **Large Animal Junior Surgery Laboratory:** Supervise, organize and manage large animal junior surgery laboratory. Provide client communication in order to procure client animals for teaching. Procure cadaver specimens. Coordinate and organize the laboratory to include set-up of equipment, supplies, inventory control, preparing animals for surgeries as required, and teach basic Operating Room procedures including aseptic technique. Assist technical supervisors with other functions associated with the laboratory by assisting in tabulation of grades using MicroSoft Word & Excel as well as other duties as requested. Maintain closed inventory and recording of all Controlled Substances. Assist students during non-laboratory hours with questions and concerns. Coordinate, oversee and manage all patient records and documents. Initiate purchases of new and replacement equipment, repairs, supplies and drugs, staying within course budget. Coordinate and schedule lab rooms for outside (wet labs, conferences, etc) and research use so as not to interfere with scheduled teaching labs. This work will be performed during the Spring Semester to include January 1<sup>st</sup> to May 31<sup>st</sup> annually. Work is reviewed by technical supervisor(s) of the teaching laboratories or Hospital Administrator for results achieved.
  
2. 40 E **Small Animal Junior Surgery Laboratory:** Supervise, organize and manage small animal junior surgery laboratory. Coordinate the Humane Society Spay and Neuter Program. Coordinate and organize the laboratory, to include set-up of all equipment, supplies, inventory control, providing and preparing animals, as required, and teach basic Operating Room procedures including aseptic technique. Maintain junior surgery laboratory including scheduling and maintenance of anesthesia machines. Coordinate small animal orthopedic electives. Organize and manage surgical packs, anesthetic agents and controlled drugs used for labs. Assist technical supervisors in the conduct of the laboratory by grading exams and recording grades on computer and online. Coordinate, oversee and manage all patient records and documents. Initiate purchases of new and replacement equipment, repairs, supplies and drugs, staying within course budget. Assist students during non-laboratory hours with questions and concerns. Coordinate and schedule lab rooms for outside (wet labs, conferences, etc) and research use so as not to interfere with scheduled teaching labs. This work will be performed part time during the Summer Semester to include June 1<sup>st</sup> – August 31<sup>st</sup>, and full time for the Fall Semester to include September 1<sup>st</sup> – December 31<sup>st</sup> annually. Work is reviewed by technical supervisor(s) of the teaching laboratories or Hospital Administrator for results achieved.
  
3. 20 E **Additional Responsibilities:** Perform other duties in the KSU-VMTH which will include:
  - a) Provide on-site technical support in large and small animal surgery services. Duties include setting-up of surgical suites for cases with needed, instrumentation and required patient table set-up, acting as a surgery team member by being non-sterile circulator during cases, keeping record of each case's supply charges, cleaning and re-assembling surgery packs after procedures such that they are ready to be re-sterilized, cleaning surgery areas and restocking supplies. As available, technician assists in regular, scheduled maintenance and cleaning of rooms and equipment and stock rotation. Assist in maintaining surgery case log on the computer for small animal surgery.
  - b) Provide assistance to Anesthesia service if currently proficient in accepted techniques.
  - c) Become proficient with the VetStar hospital management system.
  - d) Demonstrate behavior that is conducive to harmonious working relationships with peers and supervisors. Be an effective and dependable employee by beginning each day with a clean, neat uniform. Establish and maintain good work habits.Work is reviewed by technical supervisor(s) or Hospital Administrator 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.

There is risk of breakage associated with operation and maintenance of surgical supplies and equipment. This would/could be costly to the Department and Hospital. There are 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?

Contact with faculty, Hospital Administrator and veterinary students occur daily in order to define tasks associated with the specific daily case load in the KSU-VMTH and Junior Surgery Lab. Contact with public is necessary weekly to coordinate with the Humane Society and manufacturers' representatives.

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. 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 halogenated anesthetic agents is possible; however scavenging systems are in place for protection of all personnel and students. 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.

Every employee is required, as a minimum, to review the Kansas State University Laboratory Safety Manual, to watch the safety video "Your Right to Know", and to sign a "Safety Compliance Form."

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

Surgical instrumentation – used several times daily.  
 Computer – used several times daily.  
 Diagnostic equipment – use varies from daily to several times weekly, depending on variety of case load.  
 Anesthetic machines, breathing circuits, anesthetic and physiologic monitoring apparatus and other ancillary equipment – use varies from daily to several times weekly.

**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)  
 Two-year college degree in animal veterinary science and independent work experience in animal 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 physically able to handle, restrain and provide medical treatments to domestic animals. Must be able to monitor heart sounds (hearing) through a stethoscope, monitor patient vital signs on a TV screen and/or medical monitors (sights), 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.

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.**

Ability to maintain and use ordinary veterinary medical hospital equipment.

Must be physically able to handle, restrain and provide medical services to domestic animals.

A working knowledge of operating room sterile technique procedures is presumed.

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.

Ability to work independently.

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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