

# 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: W00413320  
10. Department ID: 3670080070

2. Employee Name (leave blank if position vacant): Vacant  
11. Present Class Title (if existing position): Animal Science Technician II

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

4. Section: Veterinary Medical Teaching Hospital

5. Unit: Small Animal Wards

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	Animal Science Technician II
U		
M	Supervisory Status:	yes/no FLSA CODE: nonexempt/exempt
A		
N		
R	14. Effective Date:	2/2/09
E	15. By:	Approved: KSB
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 week is Monday through Friday. On occasion, the work week may be adjusted to accommodate weekend and/or holiday animal care coverage. Any variance will be approved and mutually agreed with supervisor prior to the beginning of that work week.

**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 quality animal care, nutrition, and grooming services to patients in the Small Animal and Exotic, Wildlife and Zoo Animal Medicine Wards sections of the Veterinary Medical Teaching Hospital, as well as assisting clinicians and professional students with technical procedures. Responsibilities include training and supervision of student and staff employees in the work area and coordinating daily activities through interaction with clinical faculty members. A primary mission of the Hospital is to provide quality medical services for teaching, research, and clients. Quality, professional representation of the Small Animal and Exotic, Wildlife and Zoo Animal Medicine Wards and associated areas of responsibility 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: James Owensby Title: Procurement Officer I Position Number: W0011011

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.  
Employee is required to perform duties in areas of the Kansas State University Veterinary Medical Teaching Hospital (KSU-VMTH) according to written protocol and oral directions. Employee is required to make on-the-job decisions based on standard operating procedures. It is essential that when uncertain about procedures, clarification be obtained from section heads, supervisor, Hospital Administrator, Hospital Director or Department Head. There is daily interaction with faculty and peers and ample opportunity for discussions with section heads, supervisor, Hospital Administrator, Hospital Director and Department Head. Assignments are given in detail commensurate with complexity of the task to be performed. Employee performance is observed daily by supervisor and clinical faculty.

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. 30% E Supervise operation of small animal care section:
  - a. Responsible for scheduling classified and student employees to provide general patient care, maintain ancillary care areas, and assist with providing medical services in the small animal care section. Evaluate sufficient staffing levels for regular operating hours, weekends, and holidays.
  - b. Promote the professional standards of animal care and hospital maintenance by organizing work assignments, supervising work practices, and initiating training programs for classified and student employees. Monitor employee productivity and professionalism daily and coordinate supervision and training goals of the section with standard operating procedures developed by the Hospital Management Team, Supervisor, Hospital Administrator, Hospital Director, Section Heads, and Human Resources staff.
  - c. Prepare classified employee evaluations as a joint effort with the immediate supervisor and with the assistance of the Hospital Administrator and Human Resources Staff.
  - d. Cross-train with the Central Prep Supervisor to initiate the use of classified and student personnel from both services in a tandem service arrangement.
2. 18% E Provide care for hospitalized patients in assigned ward and/or kennel areas, to include the following:
  - a. Monitor intake of food and water. Maintain a fresh supply of water to patients.
  - b. Disinfect, rinse, and dry kennels, cages, and treatment areas of small animal wards daily.
  - c. Observe patients for questionable and/or medical difficulties, such as labored breathing, bleeding, pain, swelling, vomiting, diarrhea, and/or seizures and notify appropriate clinician of changes.
3. 10% E Provide ancillary animal care services for the KSU-Veterinary Medical Teaching Hospital small animal and exotic, wildlife and zoo animal sections to include the following:
  - a. Clean and maintain special service areas, such as ward services, dental room, intensive care, isolation, exotic animal ward and surgery rooms, outpatient examination rooms, all ward floors, and other areas as necessary. This may include inventory, restocking of medical supplies, and cleaning hospital outpatient and research examination and treatment rooms daily according to protocol. Assist with picking up feces in exercise and front yard areas of the Hospital. Assure that these areas are presentable for client visitation.
  - b. Maintain sanitation of portable transport cages and cage wash room.
  - c. Report and record pertinent patient data on the patient's cage identification card as directed by supervisor or clinician in charge of the specific case. Maintain patient census records for hospitalized patients.
4. 5% E Provide additional services to include:
  - a. Familiarity with various shampoo and dip treatments and procedures for administration while bathing patients. Offer advice regarding type of shampoo or dip to use for different situations, such as tar and sulfur, benzyl peroxide, paramite, or mitaban. Offer advice and, when asked, train students in procedures related to grooming, bathing, dipping, or physical therapy treatments for patients. Bathe, dry, dip, and groom animals as requested or scheduled. Perform anal gland expression and nail trim procedures as needed. Inventory supplies and maintain sufficient shampoo and dip products on hand for routine use.
  - b. Maintain continual cleanliness of the grooming room and disinfect cages, bathtub, whirlpool, and grooming instruments on a daily basis. Provide preventative maintenance services to grooming instruments and cage dryers as necessary.
  - c. Stocking of supplies in all treatment and special service areas, including cabinets and drawers.
  - d. Maintaining protocol and schedule laundering of all non-surgical linens utilized in the KSU-VMTH.
5. 30% M Perform other duties as may be assigned by supervisor or the KSU-VMTH administration, such as:
  - a. Participate in cross-training programs so that assistance may be given in other animal science technician areas, to provide coverage for periods of absence and on weekends and holidays as scheduled.
  - b. Assist with additional duties as directed by supervisor, revision of hospital protocol, or hospital administrators.
6. 7% M Provide assistance in the Central Procurement and Supply area of the Hospital. Duties to include processing of incoming and outgoing shipments of supplies and equipment. Stocking and issuance of medical supplies. Light computer duties involved with purchasing, inventory, and shipments of supplies and equipment. Monitor and maintain the medical gas system for the Hospital. Provide additional services for the Hospital and Department, such as:
  - a. Daily receipt deposits with Controller's Office.
  - b. Miscellaneous duties on Campus with KSU Facilities, KSU Telecommunications, and KSU Student Union.
  - c. Support services throughout the Department/Hospital, such as minor repairs of equipment, assembly of Hospital equipment, moving of office furniture, pictures, bulletin boards, etc.
  - d. Act as replacement when supervisor is absent. Interacting with various faculty, staff, students, vendors, and delivery personnel in the conduct of procurement and supply. Maintain/create appropriate documentation of transactions pertaining to procurement and supply. Performance is monitored by supervisor for results achieved.

Work is reviewed daily, on a case by case basis, by faculty providing medical care to patients, and by supervisor 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
Animal Science Technician I	W0011101
Animal Science Technician I	W0011043
Animal Science Technician I	W0011015
Animal Science Technician I	W0011036
Student employees	

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.

Insufficient employee training could lead to employee injury or animal care inconsistencies. Improper monitoring of animal care could lead to improper diet being fed, special instructions not being followed, or to potential contamination of hospital areas by employees not trained sufficiently in isolation protocol. Animal handling inconsistencies could lead to adverse medical problems, further delaying recovery, or resulting in injury or death to a hospitalized patient. Feeding of incorrect diet could prolong medical treatment. Feeding a patient scheduled to be off feed for surgical procedures could delay surgery and/or cause more medical problems. Incorrect identification on a patient cage could lead to improper treatment or care. Application of incorrect shampoo or dip could adversely affect the patient. Improper maintenance of grooming tools could lead to patient skin damage. There is also a very real risk of potential injury associated with handling and restraint of animals.

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

Daily contact is made with other employees in the work area; supervisor, clinicians, and veterinary students to communicate care procedures being initiated for hospitalized patients. Direct contact is made with clinicians, students, and/or clients when discussing grooming procedures. Indirect client contact is made when outpatient examination rooms are stocked and cleaned. Inadequate attention to detail in these areas could leave a negative impression with clients regarding the quality of care provided by the KSU-VMTH.

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 life, carry, push, or pull injured animals. Additionally, a hospital environment potentially exposes one to chemicals, vaccines, bacteria, viruses, fungi, and anesthetic agents. Following protocols and constant attention to safety makes these exposure levels and the associated risks minimal. Environmental surroundings normally are indoors, however, occasional exposure to adverse weather conditions may occur when admitting patients, procuring supplies, or maintaining facilities.

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.

- Water hoses, clothes washer and dryer – several times daily
- Computer, telephone, vehicles, supply carts – used daily.
- Feed cart, dish washer – twice daily
- Whirlpool bath, grooming table, and animal dryers – once or twice weekly depending on client schedules

### 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)

Must possess the following high school or equivalent diploma and job knowledge at an entry level in animal/veterinary technical support.

*b) High school diploma and one year of experience in caring for animals. Education may be substituted for experience as determined by the agency.*

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.

- Participation in the KSU Supervisory Training Program is required within six months of employment
- Must possess a driver's license valid in the State of Kansas once employed

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 patient vital signs (sight, hearing), change clipper heads, insert syringe needles, etc. (repetitive finger movements) as necessary and express instructions quickly (talking) in emergency situations. Work requires considerable physical exertion to transport animals (approximately 50 pounds) to waist height and transport them without injury.

## **29. PREFERRED QUALIFICATIONS AND SKILLS**

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

Three years experience in providing care of animals (i.e. veterinary hospital experience preferred)

American Association of Laboratory Science (AALAS) certification desirable

### **b) List preferred special knowledge, skills and abilities.**

Knowledge of small animal handling techniques, including ability to safely lift, move, position, and restrain small animals while performing physical therapy or grooming procedures

Ability to learn basic medical procedures such as setting up supplies for biopsies, skin scrapings, wound flushing, etc. and assisting with blood bank and dental procedures

Ability to maintain satisfactory working relationships with other employees, professional personnel, and the public

Ability to write and interpret written directions regarding the care of animals

---

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

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

None

---