

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: W0043719
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: Small Animal ICU/Anesthesiology Section

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

7. Type of Appointment

Full Time Part Time 50%

School Employee

Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)

The position hours will be variable, including both day and night rotation and include some weekend responsibility.

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 technical work in the Small Animal Intensive Care Unit of the KSU-VMTH during an established shift. Employee maintains equipment and supply status in the SA-ICU area and is responsible for assisting clinicians and senior veterinary students as they provide critical care to client cases in this work area. Responsible for cleanliness of the work area and assures primary care of critical patients and that supply are not outdated. Monitors medical records and ICU orders of patients for completeness, accuracy, and financial accountability.

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
David C. Rankin	Clinical Assistant Professor	W0041508

List other individuals who may provide input for evaluation purposes.

Name	Title	Position Number
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) The 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 supervisor or Hospital Director.

H	13. Allocation	Vet Tech II
U		Veterinary Technician II
M	Supervisory Status:	yes/no
A	FLSA CODE:	nonexempt/exempt
N		
R	14. Effective Date:	5/31/11
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:

- B) There are written standard operating procedures for the employee, as well as frequent oral and written instructions. There is daily interaction with peers and ample opportunity for discussions with supervisor and Hospital Director. A large variety of daily work tasks should be anticipated. 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 by oral directions presented by clinicians on duty. 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 the Small Animal ICU area.

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 Provide technical support for the Small Animal Intensive Care Unit (SA-ICU) patients within the KSU-VMTH. Orient students in ICU with regards to specific treatments for patients in ICU, equipment and pharmaceuticals, and general nursing care. Supervise and assist students in attending to treatments and procedures on hospitalized animals and emergency cases. Participate in other teaching and demonstrations as directed by ICU supervisor or other clinical faculty. This activity will be reviewed daily by faculty presenting patients to the SA-ICU, weekly by supervisor, and as required by the Hospital Director, for results achieved.
2. 30% E Provide primary nursing care and perform treatments for patients in ICU as directed by the clinicians verbal and written orders for the case. Assist clinicians in treating and performing diagnostic procedures on the patients in ICU and emergency areas. This activity will be reviewed daily by clinicians with patients in SA-ICU, weekly by supervisor, and as required by the Hospital Director, for results achieved.
3. 20% E Be familiar with emergency equipment, supplies, and pharmaceuticals and their location within the KSU-VMTH. Responsible for stocking of pharmaceuticals and supplies in SA-ICU and on associated crash carts. Routinely check for, and replace, outdated pharmaceuticals. Assure that needed items are available at all times. Service, clean, and maintain monitoring equipment and other intensive care support equipment. Responsible for thorough, general cleaning of the SA-ICU area on a daily basis. Performance will be reviewed by the supervisor and the Hospital Director for results achieved.
4. 15% E Monitor medical records and SA-ICU orders of ICU patients for completeness, accuracy, and financial accountability. Become proficient with the VetStar hospital management system so that medical and financial information may be easily entered into terminals in Small Animal ICU areas by clinicians, you, or veterinary students assigned to the SA-ICU. Performance will be reviewed by the supervisor and Hospital Director for results achieved.
5. 5% M Perform other duties in the KSU-VMTH as requested by the Anesthesiology/ICU staff, supervisor, Hospital Director by following procedures and protocol developed for the KSU-VMTH. Performance will be reviewed by the supervisor and 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
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 of surgical equipment and supplies and intensive care monitoring equipment. This could be a costly breakage to the Department and Hospital, and a risk to the well being of patients. Errors in judgment could lead to injury or loss of life of patients entrusted to the care of the KSU-VMTH. 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 the 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, technical supervisor(s), Hospital Director, and/or veterinary students would occur daily in order to define tasks associated with the specific case load in the KSU-VMTH. Public contact would be possible, however very infrequent.

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.

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; Secure IT Training

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

Emergency medical equipment – used several times daily.
Surgical instrumentation, diagnostic equipment, anesthesia machines, etc. – used daily to weekly, depending on variety of caseload.

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 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 to heavy work associated with transporting, 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 (sight), insert catheters, syringe needles, etc. (fingering) as prescribed, and express instructions quickly (talking) in emergency situations.

29. PREFERRED QUALIFICATIONS AND SKILLS

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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 or one year experience in an intensive care or emergency care veterinary technician position.

b) List preferred special knowledge, skills and abilities.

Ability to work with and provide preventative maintenance for ordinary veterinary medical hospital equipment.

Ability to handle, restrain, and provide medical treatments to domestic animals.

Ability to perform technical tasks associated with emergency medical care and to instruct students to perform technical procedures with limited direct supervision.

Must be willing to master new techniques.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

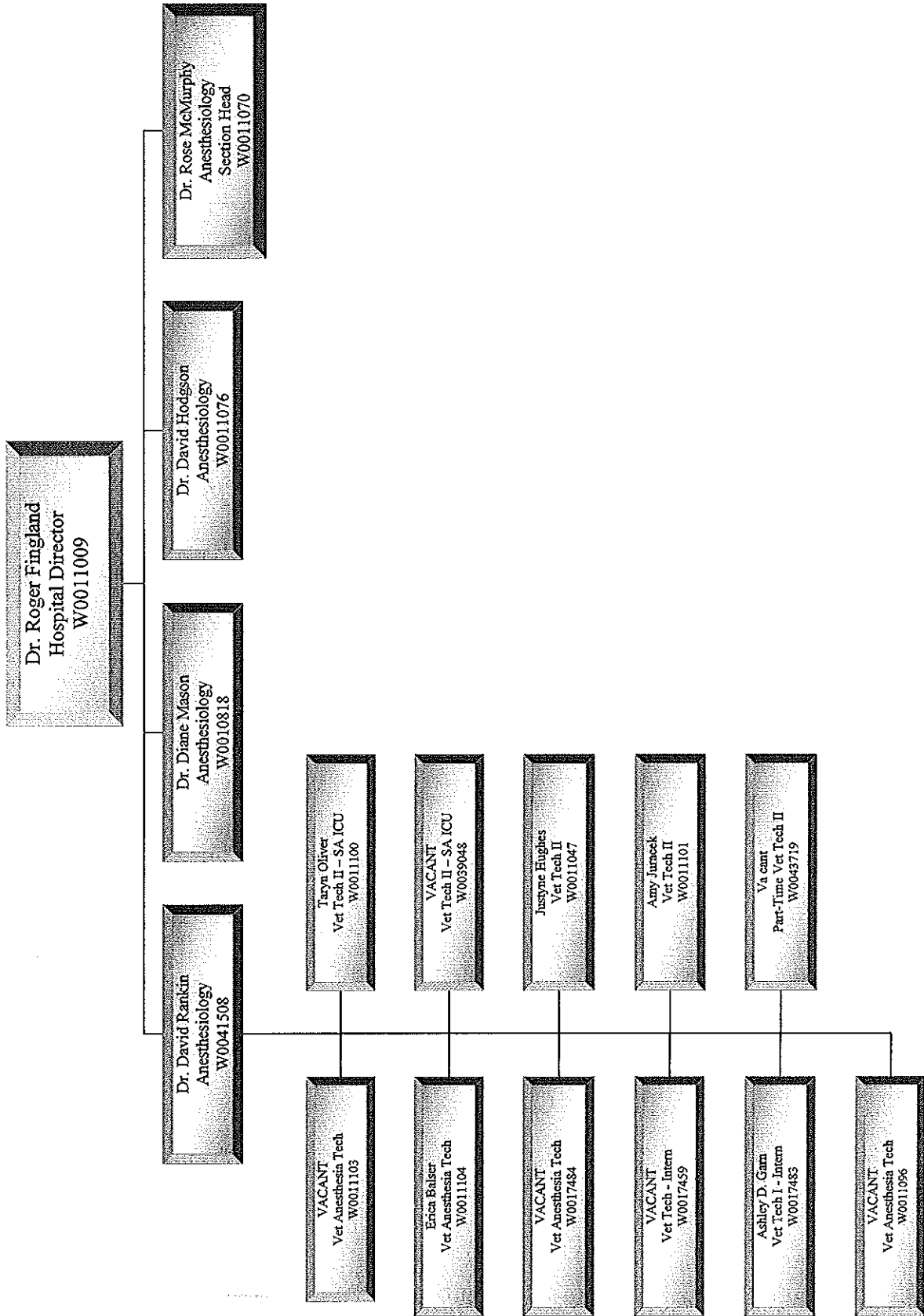
State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).

N/A

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

PART V - Signatures

Veterinary Medical Teaching Hospital
 Anesthesia/ICU Section
 May 23, 2011



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