

		ISSUED: <u>10/01</u> & 6/93
TITLE: <u>Veterinary Technician</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA530</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>7</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

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**POSITION PURPOSE**

Provide assistance and technical expertise to clinical veterinarians, research investigators and student technicians in animal health care to support the educational programs and research initiatives at the University.

**ESSENTIAL JOB FUNCTIONS**

- Conduct animal quarantine and conditioning programs. Provide appropriate medical care and treatment to a variety of laboratory species.
- Provide assistance and instruction to veterinary technology student technicians in animal health care, handling and appropriate technical skills, e.g. techniques and procedures used in collecting various biological samples, sterilization of surgical equipment, administration of drugs, etc. Assist and advise research investigators in proper animal husbandry which includes care, feeding, housing, handling and gathering of biological samples.
- Assist in a variety of surgical procedures. Perform radiological, pharmaceutical, anesthetic and other related nursing duties. Provide pre and post operative patient care. Monitor health of laboratory animals evaluate condition and report any health problem or emergency situation to clinical veterinarian or research personnel. Maintain appropriate medical charts and records; collect and process biological samples.
- Maintain records of research animals, medications and controlled substances. Order and monitor inventory of research animals and pharmaceutical supplies; maintain appropriate usage records and monitor billing activities.
- Monitor hospital facilities to ensure American Association for Accreditation of Laboratory Animal Care (AAALAC) the United States Department of Agriculture (USDA) and other State and federal guidelines are maintained. Maintain and prepare department and/or divisional records, correspondence and reports related to health care standards.
- Maintain and monitor anesthetic equipment, surgical facilities and other equipment and supplies. Troubleshoot and repair any malfunctioning research equipment.
- Interact with research investigators and clinical veterinarians concerning research protocols, procedures and/or other related techniques. Provide appropriate evaluation of intra-operative and medical emergencies and complications. Notify research or clinical veterinarian regarding changes in animal condition, behavior, appearance, etc.

- May be required to perform routine clerical functions (e.g. typing, copying, filing, ordering office supplies, processing billings, etc.) in support of departmental operations.
- Participate in continuing education and employee training programs to keep current with new developments in veterinary medicine. Attend departmental staff meetings. May serve on animal protocol committee.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level is designed to perform advanced vocational or specialized technical procedures in veterinary practices to ensure humane care and use of research animals that support the surgical research and education activities of clinical veterinarians, research investigators and student technicians at the University. Work activities necessitate specialized training in job-related courses or equivalent on-the-job experience and seasoning. Work activities involve thinking within well defined somewhat diversified procedures. Work activities are performed given the following working condition factors, i.e. moderate physical effort (transport and place medium weight animal species and materials), good environmental conditions, moderate controllable hazards (various animal species) and normal sensory attention. This classification is responsible for providing assistance and instruction to an average of thirty (30) veterinary technology student technicians. This classification is generally located in the Department of Laboratory Animal Resources in the Division of Research and Sponsored Programs or in the area of Surgical Research Services in the School of Medicine. This classification reports to and receives work direction from a clinical veterinarian, research investigator and/or management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Graduation from an accredited college or university preferred. Coursework in animal science, biology or the natural sciences is desirable.
- Certification from the American Veterinary Medical Association (AVMA) an accredited Animal Health Technology program.
- State recognition as a licensed animal or veterinary technician.
- Reasonable animal care nursing experience.
- Reasonable work experience in a clinical veterinary practice with surgical and medical responsibilities.
- Ability to transport and place medium weight animal species and materials in appropriate locations.
- Ability to operate standard office equipment including basic word processing software.
- Knowledge of National Institute of Health (NIH), American Association of Accreditation of Laboratory Animal Care (AAALAC) and United States Department of Agriculture (USDA) standards and guidelines.
- Must obtain security clearance.
- Typically, incumbents have held positions as a Veterinary Technician Assistant or Vivarium Technician or worked at a veterinary practice or laboratory research facility.