

TITLE: <u>Veterinary Technologist</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA565</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>13</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Provide training, assistance and technical expertise to clinical veterinarians, research investigators and staff in animal health care to support the educational programs and research initiatives at the University. Some specialized technical knowledge of veterinary practices and the operation of complex medical equipment is utilized in support of quality animal health care.

ESSENTIAL JOB FUNCTIONS

- Develop, coordinate and implement all facets of species-specific methodology training in animal care and handling for research investigators and staff. Coordinate and conduct train-the-trainer sessions for DLAR staff.
- Monitor health of laboratory animals at various facilities, 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.
- Coordinate, administer and track the import/export and quarantine of animals to and from the University. Develop and implement standard operating procedures relative to testing and treatment of incoming animals. Track transfers of animals using appropriate software.
- Maintain records of research animals, medications or controlled substances. Order and monitor inventory of research animals and pharmaceutical supplies; maintain appropriate usage records and monitor billing activities.
- Interact with research investigators and clinical veterinarians concerning research protocols, procedures and other related techniques. Provide research support and information on common veterinary techniques, anesthesiology, drug use and medical supply vendors. Notify research or clinical veterinarian regarding changes in animal condition, behavior, appearance, outbreaks, etc.
- Assist and advise research investigators in proper animal husbandry, which includes care, feeding, housing, handling and proper technical procedures performed on research animals.
- 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.
- May be required to perform routine clerical functions (e.g. typing, copying, filing, ordering office supplies, processing billings etc.) in support of departmental operations.

- Perform related duties as assigned.

ADDITIONAL COMMENTS

This classification level is designed to provide advanced vocational knowledge and specialized techniques in veterinary practices to ensure humane care and use of research animals that support the research and education activities of clinical veterinarians, research investigators and research staff at the University. Work activities necessitate thinking within well defined policies and procedures given differing situations. Functional supervision may be exercised over laboratory animal technicians. This classification is generally located in Veterinary Technical Services (VTS) unit of the Department of Laboratory Animal Resources in the Division of Research. This classification reports to and receives work direction from a clinical veterinarian, research investigator and/or management level classification.

MINIMUM QUALIFICATIONS

- High school graduate or an 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.
- Extensive animal care nursing experience.
- Extensive work experience in a clinical veterinary practice with surgical and medical responsibilities.
- Ability to operate standard office equipment including basic word processing software. Ability to learn and incorporate new software technologies into practices.
- Considerable 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. Considerable knowledge of federal shipping regulations.
- Must obtain security clearance.

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