



Health Job Family: **Veterinary Technician Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Veterinary Technician INDIVIDUAL CONTRIBUTOR	Veterinary Technician, Team Leader INDIVIDUAL CONTRIBUTOR	Veterinary Technician, Section Supervisor MANAGEMENT
Assist staff veterinarian by explaining procedures to clients, preparing patients for examinations	Assist veterinarian in performing specific procedures	
Assist the veterinarian in examination, treatment, surgical procedures, radiology, anesthesiology, etc.	Provide direct technical support and oversight with advanced technical procedures	
Carry out specific duties and responsibilities associated with assigned clinical service, such as Surgery, Medicine, INC/ICU, Radiology, etc.		
Provide nursing care for hospitalized patients		
Alert clinicians to any problems with patients		Identify and report risks/complications in hospital care
Assist with volunteer and student training	Recruit, hire, train and supervise Veterinary Technicians within assigned unit	Manage and supervise staff in multiple services within the hospital unit
Answer routine medical questions, refer non-routine questions to staff clinicians		
Enter relevant information into permanent files		
Stock exam rooms with materials used for examinations		

Veterinary Technician INDIVIDUAL CONTRIBUTOR	Veterinary Technician, Team Leader INDIVIDUAL CONTRIBUTOR	Veterinary Technician, Section Supervisor MANAGEMENT
Check equipment for malfunctions and deterioration; clean equipment		Oversee and maintain equipment strategy for multiple services for both short and long term needs
Purchase and/or maintain inventory of supplies and equipment in the assigned units	Manage/oversee service needs related to purchasing and inventory control	Oversee service equipment budget
Instruct veterinary students, interns and residents in techniques of animal handling, injections, local anesthetic, IV catheters, etc.	Instruct veterinary students, interns and residents in techniques of animal handling, injections, local anesthesia, IV catheters as well as other nursing care procedures	Act as primary liaison for technical guidance and expertise for students/staff/interns/ residents and clinicians
	Create, coordinate and implement in-service education and training for technical and support staff	
	Coordinate service schedules	Oversee staffing schedules for 24/7 units
	Work collaboratively with clinicians to coordinate case management within specific units, dependent on LVT staffing, caseload demands	
	Oversee service flow	
	Ensure coverage for patient care	
		Establish new policies and procedures for entire hospital and develop and maintain quality assurance programs
		Build effective relationships with a variety of constituents both internal and external to the hospital

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11035 VETERINARY TECHNICIAN, BAND C	11034 VETERINARY TECHNICIAN, TEAM LEADER, BAND D	11343 VETERINARY TECHNICIAN, SECTION LEADER, BAND E EX
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree from an AVMA accredited institution plus NYS licensure; up to 2 years of experience or equivalent.	Associate's degree from an AVMA accredited institution plus NYS licensure; More than 2, but less than 4 years of experience or equivalent.	Bachelor's degree or equivalent; 2 but less than 4 years of experience or equivalent
IMPACT	Extend beyond the college/unit.	Extend beyond the college/unit.	Limited impact
CONTACTS - INSIDE	Assists others Cooperation of task completion Handle confidential information	Coordinate activities Contribute to group projects	Receive instructions or provide information to immediate associates and supervisor
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information.	Straightforward business Provide factual information Handle confidential information.	Providing information that exists within pre-established documents and/or programs
CONTACTS - STUDENTS	Provide training and instruction on equipment, instruments, machinery, methods.	Provide training and instruction on equipment, instruments, machinery, methods.	Frequent contact to provide information and instruction

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SUPERVISION	Students Temporaries On-the-job training	Provide administrative supervision. Assign and review work. Recommend hiring and participate in performance appraisal process	Provide on-the-job training, guidance, advice and counsel to other employees in the group and others in a similar position
COMPLEXITY	Entire field tasks	Focus on an entire field	Frequently adapt, combine or make improvements to services, products, processes or programs Work requires reasoning skills and judgment
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities	Make decisions within prescribed limits and/or providing input to others for decision-making
FREEDOM OF ACTION	General supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	General supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	General supervision Some interpretation of established work policies and procedures is required
SUPPORT SKILLS – WRITING	Provide standard responses to inquiries.	Limited responsibility, OR is position's area of work	
SUPPORT SKILLS – COMPUTER	Use business or technical programs for data input or word processing to create documents or reports.	Limited responsibility, OR is position's area of work	
WORKING CONDITIONS - PHYSICAL	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.	

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WORKING CONDITIONS - VISUAL	Close concentration and visual attention.	Close concentration, visual attention and need for manual dexterity	
WORKING CONDITIONS - HAZARD	Highly toxic chemicals/substances/plants. Sick or violent people, sick or dangerous animals. Equipment requiring extreme safety precautions. Protective devices necessary.	Highly toxic chemicals/substances/plants. Sick or violent people, sick or dangerous animals. Equipment requiring extreme safety precautions. Protective devices necessary.	Difficult working conditions at times. Exposure to conditions that require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions or equipment requiring constant attention. Safety gear required at times