



Cornell University Staff Compensation Program Generic Job Profile Summaries

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Health Job Family: **Licensed 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

Pre-Licensed Veterinary Band B INDIVIDUAL CONTRIBUTOR	Licensed Veterinary Technician I Band C INDIVIDUAL CONTRIBUTOR	Licensed Veterinary Technician II Band D INDIVIDUAL CONTRIBUTOR	Licensed Veterinary Technician III Band E, NE INDIVIDUAL CONTRIBUTOR
As directed, prepare patients for examinations.	Assist veterinarian by explaining procedures to clients, preparing patients for examinations.	Assist veterinarian by organizing and prioritize the unit, clinicians, students, and patient needs per shift; monitor and assess patients for overall health status.	Assist veterinarian by organizing and prioritize the unit, clinicians, students, and patient needs per shift; monitor and assess patients for overall health status.
Observe and assist the veterinarian in examination, treatment, surgical procedures, radiology, anesthesiology, etc. for assigned clinical service, such as Surgery, Medicine, INC/ICU, Radiology, etc.	Assist the veterinarian in examination, treatment, surgical procedures, radiology, anesthesiology, etc. for assigned clinical service, such as Surgery, Medicine, INC/ICU, Radiology, etc.	Provide direct technical support and advanced technical procedures; prioritize treatments and procedures for assigned cases. Able to transfer clinical skills to other sections, when needed.	Provide direct technical support and advanced technical procedures; prioritize treatments and demonstrate and teach procedures for assigned cases. Able to transfer clinical skills to other sections, when needed.
Observe patients; alert LVT to any changes.	Alert clinicians to any problems with patients.	Monitor efficacy of catheters, fluids, and feeding tubes, perform post-operative care; assess pain management; contacting clinicians and alerting them of patient changes.	Provide direct technical support for complex clinical procedures including teaching proper techniques to monitor efficacy of catheters, fluids, and feeding tubes, perform post-operative care; assess pain management; contacting clinicians and alerting them of

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			patient changes.
			May monitor all aspects of care and pain management, alert clinicians of any changes in conditions.
	Answer routine medical questions, refer non-routine questions to clinicians and enter relevant information into client file.	Answer routine medical questions and assist shift staff with questions; refer non-routine questions to clinicians and enter relevant information into client file.	Aid with routine medical questions and assist shift staff with questions; refer non-routine questions to clinicians and enter relevant information into client file.
As directed, maintain a clean area; routinely clean and disinfect tables/counters and floors.	Maintain a clean area; routinely clean and disinfect tables/counters and floors.	Maintain a clean area; routinely clean and disinfect tables/counters and floors; during shift ensure cleanliness standards are met.	Maintain a clean area; routinely clean and disinfect tables/counters and floors; during shift ensure cleanliness standards are met.
Assist with stocking exam rooms and supply inventory.	Stock exam rooms and purchase/maintain inventory of supplies and equipment in assigned unit.	Consult with Team Leader/Supervisor related to purchasing and inventory control for unit; ensure accuracy of charges for patients' procedures, equipment, supplies, and medications.	Responsible for and recommend purchasing and inventory controls for specialty items; ensure accuracy of charges for patients' procedures, equipment, supplies, and medications.
	Assist with instructing 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 Shift point person for any questions/issues that may arise.	Instruct Licensed Veterinary Technicians, veterinary students, interns and residents in techniques of animal handling, injections, local anesthesia, IV catheters as well as other nursing care procedures; act as Shift point person for any questions/issues that may arise.
		Adapts, executes and leads change processes.	Adapts, executes and leads change processes for the veterinary teaching hospital.

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		Oversee and coordinate service flow and schedules; recommendation staffing levels and caseload to ensure coverage for patient care; provide input to supervisor regarding hiring processes.	Oversee and coordinate service flow and schedules; recommendation staffing levels and caseload to ensure coverage for patient care; provide input to supervisor regarding hiring processes.
		Work collaboratively with clinicians to coordinate case management within specific units, and serves as point of contact for section.	Work collaboratively with clinicians to coordinate case management within specific units, and serves as point of contact for section.
		Assist with development and implementation of policy and procedure within assigned unit.	Assist with development and implementation of policy and procedure within assigned unit.
With assistance provide routine to intermediate clinical procedures.	Independently provide intermediate to advanced clinical procedures and may teach students (in-service training).	Serves as shift coordinator and act as training mentor for staff and students; may lead specialized training initiatives.	Serves as shift coordinator and act as training mentor for staff and students, responsible for leading specialized training initiatives.
Demonstrated qualifications and skills enhanced through various units and cross training.	Demonstrated qualifications and skills enhanced through various units and cross training.	Act as inventory manager and/or project manager.	Oversee inventory operations and/or lead cross-functional projects to ensure efficient resource allocation, timely execution, and alignment with organizational goals.
Upholds and promotes positive culture.	Upholds and promotes positive culture.	Serves on hospital committees; recognized as emerging leader supporting change processes, promotes a positive culture and holds others accountable.	Serves and/or leads committees and hospital-wide project teams recognized as emerging leader supporting change processes, promotes a positive culture and holds others accountable.
In process of pursuing certification	Purses development of skill set through regional continuing education opportunities.	Achieved certification; presents and teaches continuing educational courses.	Achieved VTS certification; presents and teaches continuing educational courses.

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		Authors articles and participates and provides input and recommendations to research projects and functional networks.	Authors articles and participates and provides input and recommendations to research projects and functional networks.
		Provides enhances communication and client services skills, acting as resource to resolve client concerns for within specific section.	Provides enhances communication and client services skills, acting as resource to resolve client concerns for within specific section.
			May recommend or identify methods to optimize quality service delivery for patients and client needs and to meet educational goals of students.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	12318 PRE-LICENSED VETERINARY, BAND B	11035 LICENSED VETERINARY TECHNICIAN I, BAND C	11034 LICENSED VETERINARY TECHNICIAN II, BAND D	12329 LICENSED VETERINARY TECHNICIAN III, BAND E
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Actively pursuing associate's degree in SUNY Delhi Veterinary Technology Program; expected to be obtained within 2 years.	Associate degrees from an AVMA accredited institution, expected to successfully pass VTNE and obtain NYS licensure within 3 months; up to 1 year relevant experience or equivalent combination.	Associate degrees from an AVMA accredited institution plus NYS licensure; 2-4 years relevant experience or equivalent combination.	Associate degrees from an AVMA accredited institution plus NYS licensure and Veterinary Technicians Specialist Licensure; 5-7 years relevant experience or equivalent combination.
IMPACT	Affects immediate department	Extend beyond the position's department.	Extend beyond the position's department.	Extend beyond the position's department.
CONTACTS - INSIDE	Assists others Cooperation of task completion	Assists others Cooperation of task completion Handle confidential information	Coordinate activities Contribute to group projects Handle confidential information	Provide guidance or instruction Contribute to group projects Handle confidential information
CONTACTS - OUTSIDE	Straightforward business Provide factual information	Straightforward business Provide factual information Handle confidential information	Conduct somewhat complex business Provide factual information Handle confidential information	Conduct somewhat complex business Provide detailed response Handle confidential information
CONTACTS - STUDENTS	Limited contact	May provide training and instruction on equipment, instruments, machinery, methods.	Provide training and instruction on equipment, instruments, machinery, methods.	Provide training and instruction on equipment, instruments, machinery, methods.

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SUPERVISION	None	Students Temporaries On-the-job training	Assign and review work. Recommend hiring and participate in performance appraisal process	Assign and review work. Recommend hiring and participate in performance appraisal process
COMPLEXITY	Focus on an entire field.	Focus on an entire field.	Focus on an entire field.	Focus on an entire field.
LEVEL OF DECISION MAKING	Responsible for routine decisions within limits prescribed by established policies or by supervisor	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	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities.
FREEDOM OF ACTION	Accomplish work tasks on detailed instruction from supervisor.	Accomplish work tasks on detailed instruction from supervisor.	Accomplish work tasks on detailed instruction from supervisor.	Little guidance to accomplish work activities. Rarely refers situations to the supervisor.
SUPPORT SKILLS – WRITING	Provide standard responses to inquiries	Provide standard responses to inquiries.	Provide standard responses to inquiries.	Provide non-standard response.
SUPPORT SKILLS – COMPUTER	Use business or technical programs for data input or word processing to create documents or reports.	Use business or technical programs for data input or word processing to create documents or reports.	Use business or technical programs for data input or word processing to create documents or reports.	Use a variety of business or technical programs to complete information management or production tasks.
EFFECTS OF DECISION MAKING		General supervision Proceeds alone on regular tasks Refers questionable situations to supervisor.	Very general supervision Proceeds alone on regular tasks Refers questionable situations to supervisor.	Very general supervision Proceeds alone on regular tasks Refers questionable situations to supervisor.

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WORKING CONDITIONS - PHYSICAL	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.	Lift 20 to 50 lbs.
WORKING CONDITIONS - VISUAL	Close concentration and visual attention.	Close concentration and visual attention.	Close concentration, visual attention and need for manual dexterity.	Close concentration, visual attention and need for manual dexterity.
WORKING CONDITIONS - HAZARD	Extreme working conditions at times, including exposure to hazards including contact with sick or violent people; sick or dangerous animals or highly toxic plants; highly toxic chemicals or substances; or equipment requiring extreme safety precautions. Safety gear is necessary for work activities.	Extreme working conditions at times, including exposure to hazards including contact with sick or violent people; sick or dangerous animals or highly toxic plants; highly toxic chemicals or substances; or equipment requiring extreme safety precautions. Safety gear is necessary for work activities.	Extreme working conditions at times, including exposure to hazards including contact with sick or violent people; sick or dangerous animals or highly toxic plants; highly toxic chemicals or substances; or equipment requiring extreme safety precautions. Safety gear is necessary for work activities.	Extreme working conditions at times, including exposure to hazards including contact with sick or violent people; sick or dangerous animals or highly toxic plants; highly toxic chemicals or substances; or equipment requiring extreme safety precautions. Safety gear is necessary for work activities.