

VETERINARY TECHNICIAN SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
4080	Veterinary Technician (General)	02	445	6 mo.	00/00/00	Rev.
4847	Veterinary Technician I	02	445	6 mo.	00/00/00	Rev.
4848	Veterinary Technician II	02	445	6 mo.	00/00/00	Rev.
4849	Veterinary Technician III	03	445	6 mo.	00/00/00	Rev.

Promotional Line: 373

Series Narrative

Employees in this series provide support and nursing care for animals undergoing surgery or treatment in an animal hospital/clinic or research laboratory. They apply or supervise nursing care of animals in the hospital/laboratory as directed by the veterinary technicians or clinicians in charge of the case. In addition they are a channel through which senior staff is made aware of patient and other problems. They prepare the equipment, machines, and monitoring equipment (such as ECG, arterial and central venous blood pressure devices, and blood gas instruments); train and direct lower level staff, technicians, veterinary medical students and veterinary technical students, or researchers and /or work in an AVMA recognized specialty or subspecialty, a species-specific specialty area, or a specialized area of the hospital with a subspecialty-equivalent.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Veterinary Technician (General)

4080

Under the direction of a veterinarian, to provide standard paramedical support and nursing care for animals in a hospital/clinic and/or research or teaching laboratory; and/or to receive training in specialized paramedical veterinary activities. Employees in positions assigned to this class may work in a variety of areas within the field of laboratory science (such as surgical, anesthesiological, or medical support activities).

A Veterinary Technician (General) typically—

1. Provides standard paramedical support and nursing care, such as:
 - a. assists faculty, staff, or students in identifying, weighing, and conducting physical examinations of patients (such as taking body temperature, restraining animals, pulse rate, recording patient histories, and putting clinical pathology records in order)
 - b. provides nursing care, such as monitoring body functions (temperature, respiration, heartbeat, amount and frequency of food consumption, defecation, and urination) and noting any irregularities
 - c. operates physiological support and monitoring devices (such as electrocardiograph and electroencephalograph) and being responsible for the maintenance of the equipment
 - d. sets up laboratories for research and/or classroom use
 - e. prepares a variety of animal species for surgical procedures

- f. operates, cleans, and performs routine maintenance of equipment or instruments (such as respirators, nebulizers, blood gas analyzers, suction units, E.C.G., incubators, gas and steam autoclaves, anesthesia machines, and diagnostic x-ray equipment)
 - g. collects blood, fecal, and urine samples; prepares samples for laboratory analysis; and completes request forms for samples
 - h. prepares, administers, and monitors a variety of analgesics, tranquilizers, restraint agents, and support drugs under direction
 - i. keeps records of patient examinations, treatments, and drugs administered
2. Under direction, receives training in specialized paramedical activities, such as learning to:
 - a. evaluate and utilize fluid therapy
 - b. utilize highly sophisticated diagnostic equipment (such as the esophagoscope)
 - c. evaluate disease conditions and institute appropriate treatment
 - d. maintain neonatal care units and breeding colonies
 - e. assist with diagnostic procedures, assist with restraining animals, monitor patient recovery, provide medical care for hospitalized patients, including cleaning wounds, changing bandages, etc.
 - f. assist with pre-surgical set-up of operating rooms and supplies, clean and disinfect rooms and equipment, clean and organize operating rooms and treatment areas after use
 3. may supervise animal caretakers or explain procedures to students
 4. performs other related duties as assigned

Level II: Veterinary Technician I**4847**

The Veterinary Technician I provide skilled assistance to a veterinary clinician in the administration of veterinary medical care and student teaching. They work under direction from the clinician assigned to a case, following both written and oral instructions. They may also train and supervise/oversee lower level staff.

A Veterinary Technician I typically—

1. uses the basic knowledge and skills necessary to perform routine procedures and tasks with minimal direction or supervision
2. coordinates schedule, receives and discharges patients, records patient information, provides patient care in accordance with instructions, monitors patient condition and effectiveness of medications

3. demonstrates and assists in instructing students in the proper use of equipment and supplies
4. evaluates condition of medical equipment, ensures that all areas of the hospital/laboratory are stocked with proper supplies and equipment. Assists with the oversight of lower level veterinary technicians and /or staff which may include training and professional development.
5. assists with developing and conducting student/staff orientation
6. assists faculty, staff and students in all aspects of paramedical support
7. identifies and reports abnormalities in vital parameters
8. provides client with veterinarian animal care education
9. provides client and/or referring veterinarians with information about section/service area procedures and the cost of services
10. maintains appropriate records, assuring accuracy and conformity to approved standards
11. operates and maintains equipment and machinery relative to the section/service area
12. collects, stores and submits diagnostic samples
13. may supervise staff including those within the specialty section/service area, which may include overseeing section/service area's needs and ensuring the orderly flow of the section/service area
14. performs duties listed in lower level of this classification series
15. performs other duties as assigned

Level III: Veterinary Technician II**4848**

This is an intermediate-level specialized position for the Certified Veterinary Technician (CVT). The Veterinary Technician II has developed the skill and expertise to perform the responsibilities requisite within the specialty to which the CVT is assigned. They may in some section/service areas function as the lead technician and assist with coordinating activities within the section/service area or specialty. They also oversee the work of other veterinary technicians, veterinary students, graduate students/interns/residents, or other staff.

The Veterinary Technician II has **clinical expertise** in:

- An AVMA recognized specialty or subspecialty such as: anesthesiology, animal behavior, cardiology, dental, dermatology, emergency and critical care, imaging, internal medicine, lab animal medicine, microbiology, nutrition, ophthalmology, oncology, pathology or surgery.
- A species-specific specialty area such as equine surgery, equine internal medicine, food animal surgery or food animal internal medicine.
- A specialized area of the hospital with a subspecialty-equivalent such as physical rehabilitation within the surgery section or radiation therapy within the imaging section or any other specialty as recognized by the department.

A Veterinary Technician II typically—

1. performs specialized, complicated procedures such as auriculopalpebral nerve blocks, organizing blood donor screening program, care of ventilator patients, service specific scheduling of students, etc. and tasks with minimal direction or supervision
2. anticipates and provides specialized paramedical support and nursing care for animals in a hospital/clinic setting and/or research and/or teaching laboratory
3. may supervise staff including those within the specialty section/service area which may include: assisting with hiring, training, corrective action, professional development; evaluating performances, approving time sheets, granting days off, overseeing section/service area employment needs and ensuring the orderly flow of the section/service area
4. assists with creating and managing section/service area schedules; developing and conducting student/staff orientations and monitoring the monthly financial status of the section/service area
5. recognizes abnormalities in vital parameters, assesses the significance of changes observed, and takes necessary and appropriate action as indicated
6. provides client/referring veterinarians with specialized information about section/service area procedures and cost of services
7. collects, stores and submits diagnostic samples
8. verifies condition of treatment areas and patient cages/stalls. Provides patient care and feeding in accordance with verbal or written instructions, monitors patient condition and effectiveness of medications
9. draws blood, prepares for and assists with diagnostic procedures, provides medical care for hospitalized patients, including checking vital signs, cleaning wounds, changing bandages, monitoring incisions, placing catheters, administering medications and treatments as directed, monitoring intake and output levels, and exercising patients
10. coordinates operating room turnaround as directed or in accordance with surgical schedules,. Prepares patients with aseptic technique using knowledge of anatomy and surgical procedures. Assists clinicians/students with procedures in the surgical suites.
11. submits patient requests and completes digital acquisition of requests. Performs standard procedures per established protocol and techniques including presenting and/or positioning patient for study
12. induces, intubates, and monitors patient during procedure and during patient recovery for vital signs. Maintains anesthetic equipment
13. provides assistance with and instruction of veterinary students, including assistance with student labs. Assists and demonstrates proper animal restraint and handling. Performs student orientations and provides input on student evaluation and grading

14. assists with hospital/laboratory inventory and maintenance, including cleaning and disinfecting cabinets, carts, counters, sinks and patient cages/stalls as necessary
15. performs duties listed in lower level of this classification series
16. performs other duties as assigned

Level IV: Veterinary Technician III**4849**

This is a highly experienced and specialized position for the Certified Veterinary Technician (CVT) with demonstrable expertise in a specialty area and may have full engagement in clinical activities. The Veterinary Technician III has demonstrated extensive abilities in independent thinking, problem solving, and task resolution and is capable of exercising a great deal of independence of thought and judgment, even in unusual cases and assignments within the specialty area. The Veterinary Technician III has developed the skill and expertise to perform all the responsibilities requisite within the specialty to which the CVT is assigned. The level III CVT may in some section/service areas coordinate activities within the section/service area or specialty and may supervise the work of other veterinary technicians, veterinary students, graduate students, residents/interns or other staff. The Veterinary Technician III may also demonstrate ability and comprehension of the specialty by conducting lectures or research within the specialty; attending educational conferences to learn more about the specialty; or receiving in-house training specific to the specialty area.

The Veterinary Technician III has **extensive clinical expertise** in:

- An AVMA recognized specialty or subspecialty such as: anesthesiology, animal behavior, cardiology, dental, dermatology, emergency and critical care, imaging, internal medicine, lab animal medicine, microbiology, nutrition, ophthalmology, oncology, pathology or surgery.
- A species-specific specialty area such as equine surgery, equine internal medicine, food animal surgery or food animal internal medicine.
- A specialized area of the hospital with a subspecialty-equivalent such as physical rehabilitation within the surgery section or radiation therapy within the imaging section or any other specialty as recognized by the department.

A Veterinary Technician III typically—

1. independently performs **specialized, complicated** procedures and tasks such as, troubleshooting endoscopy equipment, upper level supervisory roles (time approval, leave approval, holiday schedules), knowledge base and experience to triage non-emergent versus emergent issues for the referring veterinarian, ordering service specific equipment, developing standard operating procedures, etc.
2. anticipates and provides advanced and specialized paramedical support and nursing care for animals in a hospital/clinic setting and/or research and/or teaching laboratory
3. may supervise staff within the specialty section/service area which may include: hiring, training, corrective action, professional development, evaluations, approval of time sheets, days off, section/service area employment needs and ensuring the orderly flow of the section/service area
4. instructs Veterinary Technicians I and II, staff, students in areas of specialized patient care, clinical protocols and procedures

5. provides input/solutions to administrative teams pertaining to hospital-wide issues and attends hospital meetings
6. assists the section/service head in setting standard operating procedures within the specialty section/service area
7. creates and manages section/service area schedules
8. monitors the monthly financial status of the section/service area
9. communicates/ demonstrates mastery of highly specialized skills
10. administration of chemotherapy, use and maintenance of endoscopy or fluoroscopy for specialized diagnostics
11. conducts chemical analysis of body fluids, including blood, urine, or spinal fluid, to determine presence of normal or abnormal components
12. analyzes laboratory findings to check the accuracy of the results
13. enters data from analysis of medical tests or clinical results into computer for storage
14. operates, calibrates, or maintains equipment used in quantitative or qualitative analysis, such as spectrophotometers, calorimeters, flame photometers, or computer-controlled analyzers
15. performs critical care/emergency techniques
16. uses and maintains specialized surgical equipment and instruments
17. administers and monitors anesthesia, preparation and coordination of immunotherapy protocols, and skill/proficiency in diagnostic radiography
18. assists in other areas of the hospital as workload demands, including hospital drug rooms, central sterile and other general or shared hospital areas. Interacts with clients in person or by phone in a professional manner
19. perform duties listed in lower level of this classification series
20. performs other duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Veterinary Technician (General)

4080

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Successful completion of a veterinary technology program accredited by the American Veterinary Medical Association (AVMA)

**Possession of certification at the time of appointment may be required depending on the position and the equipment to be maintained.*

Level II: Veterinary Technician I

4847

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Successful completion of a veterinary technology program accredited by the American Veterinary Medical Association (AVMA).
2. **Current** certification as a Veterinary Technician by the Illinois Department of Professional Regulation (IDPR).
3. Two (2) years (24 months) of paramedical veterinary experience comparable to that performed at the Veterinary Technician (General) level of this series or in other positions of comparable responsibility.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
2. Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
3. Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
4. Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
5. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

6. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Speaking — Talking to others to convey information effectively.
9. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
10. Coordination — Adjusting actions in relation to others' actions.
11. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
12. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
13. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
14. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
15. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
16. Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
17. Written Comprehension — The ability to read and understand information and ideas presented in writing.
18. Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
19. Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

20. Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
21. Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
22. Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Level III: Veterinary Technician II**4848**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Successful completion of a veterinary technology program accredited by the American Veterinary Medical Association (AVMA).
2. **Current** certification as a Veterinary Technician by the Illinois Department of Professional Regulation (IDPR).
3. Any one or combination totaling four (4) years (48 months) from the following categories:
 - Experience gained as a Veterinary Technician I or GENERAL or in other positions of comparable responsibility.
 - Experience in an AVMA recognized specialty or subspecialty, a species-specific specialty area, or a specialized area of the hospital with a subspecialty equivalent.

Level IV: Veterinary Technician III**4849**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Successful completion of a veterinary technology program accredited by the American Veterinary Medical Association (AVMA).
2. **Current** certification as a Veterinary Technician by the Illinois Department of Professional Regulation (IDPR).
3. Any one or combination totaling six (6) years (72 months) from the following categories:
 - Experience gained as a Veterinary Technician II or GENERAL or in other positions of comparable responsibility
 - Experience in an AVMA recognized specialty or subspecialty, a species-specific specialty area, or a specialized area of the hospital with a subspecialty equivalent

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

2. Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
3. Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
4. Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
5. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
6. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Speaking — Talking to others to convey information effectively.
9. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
10. Coordination — Adjusting actions in relation to others' actions.
11. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
12. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
13. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
14. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
15. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
16. Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

17. Written Comprehension — The ability to read and understand information and ideas presented in writing.
18. Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
19. Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
20. Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
21. Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
22. Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.