



Staff Position Template

Positions received Monday through Friday in the CVM HR office will be posted beginning the following Saturday. Due to processing timelines and approvals, we are unable to process same week requests for postings.

Incumbent Details: (If applicable)

Employee Name & ID Number:	
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Position Details

Position Status	<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing - Position #
If Existing, Name of Last Employee	
Working Title (Maximum 30 characters)	VCT-Tier 2-Marysville
Job Code	8760
University Classification/Title	Vet Care Tech-Specialty Care
Target Hiring Range	\$16.00 - \$19.63 <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Annual <input type="checkbox"/> Negotiable
Appointment Type	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Term (1-3 yrs) <input type="checkbox"/> Temporary (<1 yr)
If Term or Temp, list appointment length:	
Full/Part Time	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
# of Hours Per Week	40
Length of Appointment	<input checked="" type="checkbox"/> 52/52 <input type="checkbox"/> 12/12 <input type="checkbox"/> 9/12 <input type="checkbox"/> Other _____
Department Number & Unit	29760
Work Location (Building name & room #)	ZZ512 - Marysville, OH
Manager's (Reports To) Name & Position #	Kristin Smith
eTime/eLeave Approver's Employee ID	Kristin Smith
Short Term Closure (definition on pg.5)	<input checked="" type="checkbox"/> Standby <input type="checkbox"/> Alternate <input type="checkbox"/> Essential
Long Term Closure (definition on pg. 5)	<input checked="" type="checkbox"/> Standby <input type="checkbox"/> Alternate <input type="checkbox"/> Essential
Funding Source	<input type="checkbox"/> Research/Grants Funds <input type="checkbox"/> Outside/Temp <input type="checkbox"/> Other List Funding Source(s): 29765-110034

Supervisory Responsibilities: List number of direct reports

Mgrs/Directors/Directors: 0 Support Staff: 0 Non-Supervisory Prof Staff: 0 Students: 0
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Position Description: Maximum 3,900 total characters. Include a detailed description of the position in paragraph format, please avoid bullets.

The College of Veterinary Medicine seeks a Registered Veterinary Technician to join the OSU Large Animal Services (OSULAS) clinic in Marysville, Ohio. The Marysville clinic is a full service veterinary teaching practice providing individual animal, herd-based and emergency services for food and fiber animals and horses. This position supports the clinical and teaching mission of the OSU Large Animal Services clinic by providing patient care, inventory management, health certificate processing, sterile supply and cleaning duties, and supporting client services as part of the clinical and teaching mission on the clinic. The RVT is responsible for providing the highest level of patient care through direct interaction and assistance to students and clinicians with administering medications, catheter flushes, changing/delivering IV fluids; changing bandages; restraining animals; performing blood draws; providing vaccinations; preparing and scrubbing animals for surgery/clinical procedures; and providing support to clinicians and students during inpatient and surgical procedures. Technician support may also involve processing incoming lab reports; recording lab information into medical records; packaging labs and completing necessary forms; processing blood/fecal/milk samples; traveling with clinicians to onsite visits; assisting clinicians with restraint, veterinary care procedures, and animal tracking/recording (EIP) to comply with bloodwork and testing requirements; acts as a pharmacy technician dispensing and reviewing medications to clients and ensures proper labeling; performing and restraining animals for radiological procedures. This position will be responsible for the clinics inventory management including ordering and stocking medications and supplies, disposing of expired medications, adjusting pricing and ensuring proper billing to clients, working with external and internal vendors on supplies, completing orders as needed, working with the Clinic Manager on ensuring proper billing, develops and delivers inventory management reports, works with faculty on ensuring ample stock is available and ordering of new medications, as well as maintaining counts via electronic means of all medications/supplies; cleans and ensures working condition of all patient care and laboratory equipment; completes health certificates for client animals and logs information into national and state online tracking systems; provides excellent customer service to clients which involves processing payments, referring clients to the scheduling coordinator, serving as a liaison between clients and clinicians, checking on inpatient animals providing basic information on wellbeing and answering questions on patient care as well as contacting Columbus VMC to provide information on patient transfers/referrals. Must have experience with handling of large animals, food animals, and/or horses. Experience working in a dairy, equine or veterinary facility is preferred. Must be a Registered Veterinary Technician in the State of Ohio and requires a successful background check. Hours are typically 8:00 am to 5:00 pm.

Essential Duties: Minimum of 2, Maximum of 6 – total % must equal 100%. Paragraph format, avoid bullets.

% Effort	Detailed Description of Tasks
40	Patient Care - providing the highest level of patient care through direct interaction and assistance to students and clinicians with administering medications, catheter flushes, changing/delivering IV fluids; changing bandages; restraining animals; performing blood draws; providing vaccinations; preparing and scrubbing animals for surgery/clinical procedures; and providing support to clinicians and students during inpatient and surgical procedures. Technician support may also involve processing incoming lab reports; recording lab information into medical records; packaging labs and completing necessary forms; processing blood/fecal/milk samples; traveling with clinicians to onsite visits; assisting clinicians with restraint, veterinary care procedures, and animal tracking/recording (EIP) to comply with bloodwork and testing requirements; acts as a pharmacy technician dispensing and reviewing medications to clients and ensures proper labeling; performing and restraining animals for radiological procedures; completes health certificates for client animals and logs information into national and state online tracking systems

45	Inventory Management – ordering and stocking medications and supplies, disposing of expired medications, adjusting pricing and ensuring proper billing to clients, working with external and internal vendors on supplies, completing orders as needed, working with the Clinic Manager on ensuring proper billing, develops and delivers inventory management reports, works with faculty on ensuring ample stock is available and ordering of new medications, as well as maintaining counts via electronic means of all medications/supplies.
5	Sterile Supply and General Cleaning/Maintenance – utilizes sterilization techniques for equipment and instruments; cleans surgical suites and clinical assessment areas; may bed stalls and/or clean bedding areas; picks up animal waste as necessary; ensures equipment is clean and in working order; contacts vendors to repair equipment
5	Client Services – provides excellent customer service to clients which involves processing payments, referring clients to the scheduling coordinator, serving as a liaison between clients and clinicians, checking on inpatient animals providing basic information on wellbeing and answering questions on patient care as well as contacting Columbus VMC to provide information on patient transfers/referrals..
5	Clerical Support/Other Duties As Assigned – copying, filing, answering phones and other duties as required.

Education & Experience: Applicants without required education/experience will be disqualified from the pool. Paragraph format, no bullets.

Required	
(Applicant won't be interviewed without these required skills/experience/education)	
Education	Experience
<input checked="" type="checkbox"/> Per CCS Specs (required for all CCS positions) <input type="checkbox"/> HS Graduate or Equivalent <input type="checkbox"/> Associate's (2-year) degree <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate <input type="checkbox"/> Post-Doctorate <input type="checkbox"/> DVM Specific Area of Study (optional):	A Bachelor or Associate degree in Veterinary Medical Technology or an equivalent combination of education and experience is required. Registered Veterinary technician is required. Knowledge in medical terminology and computer experience required. Required Licensure: State of Ohio Current Registered Veterinary Technician; previous experience working in a dairy, equine, or large animal facility. Exposure to animal dander, bites, injuries, and zoonotic disease.
Desired (optional/preferred)	
(These skills/experience/education are a plus but applicant may still be considered without them)	
Education	Experience
<input type="checkbox"/> Per CCS Specs (required for all CCS positions) <input type="checkbox"/> HS Graduate or Equivalent <input type="checkbox"/> Associate's (2-year) degree <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate <input type="checkbox"/> Post-Doctorate <input type="checkbox"/> DVM Specific Area of Study (optional):	

Other Job Requirements:

<p>Physical Requirements:</p> <input checked="" type="checkbox"/> Standing for long periods of time <input type="checkbox"/> Pushing/pulling/lifting up to 25 pounds <input type="checkbox"/> Pushing/pulling/lifting up to 50 pounds <input type="checkbox"/> Pushing/pulling/lifting up to 75 pounds <input type="checkbox"/> Sitting/staring at computer screens for long periods of time <input type="checkbox"/> Exposure to animal dander and/or zoonotic diseases <input type="checkbox"/> Exposure to needle sticks, hazardous chemicals, and/or bio hazardous waste
<input type="checkbox"/> Requires weekend, nights, and/or holiday hours
<input type="checkbox"/> Requires certification in: (list all that apply)

Job Opening Details:

Posting Duration (Minimum One Week)	
Department Contact Name & ID Number	
Preferred Internal Candidate (Same Dept Only)	

Special Posting Instructions (may include: additional text for posting, additional locations for posting, multiple positions available, etc)

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CVM HR Information:

Date Received:	
Received From:	
Posting Dates:	

Details/Additional Information

For additional assistance in creating position descriptions, please visit the [Talent Management Guide to Creating Position Descriptions](#).

Job Code –The primary position responsibilities will be necessary to select the appropriate university job code. To be completed by the HR Specialist.

Department – The department number is used for various reporting, access, and HR functions. Examples include funding, AMCP data, eTimesheet & eLeave backup approvers, and demographic statistics. For assistance with identifying the correct department number, please contact your HR department.

Target Hiring Range – Each job code has an associated pay grade with the minimum and maximum salaries. Hiring ranges must be indicated with each posting. Biweekly appointments should list hourly amounts and monthly appointments should indicate annual rates. Hiring ranges that fall outside the university pay grade minimum and maximum amounts will be subject to Compensation approval prior to posting a job opening.

Appointment Details:

Regular/Temporary/Term – See [Appointments Policy 4.20](#) for details regarding appointment types. Regular = ongoing appointment, Temporary = 12 months or less, Term = longer than 12 months, but not longer than 3 years.

Full/Part Time – Full-time employment is any appointment or combination of appointments that equal 30-40 hours per week. Part-time employment is any appointment or combination of appointments that equal less than 30 hours per week.

Disaster Designations: The Disaster Designation indicates the position status during short and long term university closures. See [Disaster Preparedness and University State of Emergency Policy 6.17](#) for additional details. The three types are:

1. **Standby** – attendance is not required during closure
2. **Alternate** –backup to an essential employee, attendance may be required
3. **Essential** - attendance required during closure

Preferred Internal Candidate– A job posting may indicate that there is a preferred internal candidate if the following criteria are met: 1. candidate must be actively working in the same department as the posted position, 2. must be a current term or regular employee (cannot be temporary or student employee).

Employee Groups for Supervisory Responsibilities:

1. **Managers/Directors** - Directs/Manages the development, strategy and activities of a large complex unit or organization.
2. **Non-Supervisory Prof Staff** - Functions with a moderate to high degree of autonomy and frequently exercises discretion in their field of work. Does not have supervision responsibilities.
3. **Supervisors** - Supervises/Oversees the activities of a team or department under the direction of management.
4. **Support Staff** - Provides support to a department or function, typically administrative in nature.
5. **Students** – Undergraduate or Graduate Student employees (Job Codes include: student assistants, student interns, graduate associates, grad/undergrad fellows, grad/undergrad trainees, and student associates).