

CARLETON UNIVERSITY POSITION DESCRIPTION

PART A

Employee Name:

Title of Immediate Supervisor:

Manager, Animal Operations

Position Title:

Senior Veterinary Technologist

Department:

**Animal Care and Veterinary Services
(ACVS). Faculty of Science**

OFFICER USE ONLY

1. Title:

2. Position No: 299623

3. Level: 09

4. Evaluated by: _____ Date: _____

5. Approved by: _____ Date: _____

PART B - Position Summary

The Senior Veterinary Technologist works independently and reports directly to the Manager of Animal Care Operations of Carleton University under the oversight of the Dean of Science. S/he assists the Manager in the oversight of the animals in various animal holding facilities located on the Carleton University campus, ensuring they are in accordance with the Ontario Ministry of Agricultural Food and Rural Affairs (OMAFRA), Animals for Research Act (ARA) Canadian Council of Animal Care (CCAC) and Institutional Animals Care Committee (ACC). The Senior Veterinary Technologist gives, direction, and support regarding the work performed by full time and casual animal care employees and will train them in accordance to facility protocols

Advises, assists and ensures that the researchers and students are instructed in and execute correct procedures in the care and use of animals in research.

Plays a key role in development, revision and implementation of the standard operating procedures (SOP) for the ACVS

Delivers an animal care orientation, hands on animal training, and makes improvements to the Animal Care training program

PART C – Primary Duties Performed:

Administrative Duties: 35%

- Creates and maintains various reports as requested by the Manager. These require intermediate Excel capability and the ability to preform data entry, and general computer skills

- Receives and submits animal orders to vendors. Ensures all documentation is correct and approved by ACC
- Assists the Manager in forecasting equipment needs, and equipment maintenance and repair
- In absence of the University Veterinarian and/or Manager the SVT may be called upon to assist the provincial veterinary inspector during his/her unannounced site visits.
- Develops, revises and implements SOP's with assistance of the animal care team. These are subject to approval of the manager and ACC. These must comply with CCAC, OMAFRA, EHS and WHMIS recommendations
- Ability to research and train staff for novel research species or novel procedures that may be employed by investigators
- Oversees that monthly check sheets, post-op records, cleaning records etc. are scanned, saved and filed appropriately
- Keep accurate records for chemical inventory using Carleton's software
- Maintain accurate training records for all animal users
- Approve procedural space requests such as for Necropsy, Surgery and procedure rooms. Must ensure Animal Use Protocol are approved, and students have been trained in the areas that they are requesting.
- May be asked to sit as a technical representative on the animal care committee
- Works regularly and confidently with vivarium software
- Ensures clear and proper instructions are left for staff covering weekend.

Technical Duties: 35%

- Responsible for daily wellness checks as well as all aspects of the husbandry program
- Monitors the environment (temperature, relative humidity and air exchange) lighting, water quality and housing suitability and informs the Manager and Facilities Management and Planning (FMP) on concerns
- Assists with the maintenance of all vivarium equipment such as cage/bottle washers, anesthetic machines, autoclave and special operating equipment to ensure that the equipment is safe and in operating condition at all times and ensures that the appropriate remedial action is taken.
- Ability to problem solve equipment and system procedures
- Under the direction of the Veterinarian provides treatment for sick cases by assisting others with treatments including, topical, injectable, oral and gavage.
- Collects and prepares biological specimens for analysis, appropriate paperwork and schedules shipments to diagnostic laboratories including sentinel sampling
- Participates in removal of biomedical waste as per SOP
- Trains and may be asked to assist lab staff with advanced surgical procedures, anesthetics and analgesics

Instructional Support Duties 20%

- Develops and provides training sessions for the staff when new procedures or methodologies will be in place, or are noticed to be lacking
- Has a shared responsibility of ensuring the biosecurity and health and safety procedures are well described and easily accessible, that personal protective equipment is readily available and that procedures are enforced

- Organizes, delivers and documents new animal user research course. It includes a tour of the facility and orientation.
- Instructs and monitors staff and students that environmental health and safety regulations are followed
- Monitors students working within ACVS and provides ongoing support
- Participates in colony management for labs. Assist with the efficiency of breeding and the promulgation of the principals of the 3 R's.
- Instruct training sessions for more advanced procedural and surgical techniques i.e. Stereotaxic infusions, and implants, mini pump, ovariectomies, oral gavage, perfusions, intravenous blood collections and injections

Supervisory Duties: 10%

- Observes staff performance and provides feedback to the Manager.
- Initiates a daily stand up meeting to ensure work flow is appropriate, and can discuss any animal health, or procedural concerns.
- Ability to tactfully address conflicts between department staff and/or research labs
- Can suggest and enforce procedures with those that may not agree. i.e. students to provide animal analgesia over weekends, not approving surgical bookings if students are not prepared, denying requests for animal orders when not approved on AUP
- Infrequently being on call in regards to building management system

Physical Job Requirements

- Handling/processing cages containing rodent waste products
- Handling rodents on a daily basis
- Careful attention to reading and transcribing scientific and medical notation on materials and documents
- Bending/lifting of up to 20kg on a routine basis. Therefore a general level of fitness is required
- Occasionally tilting large drums of fluid onto moving equipment
- Standing on hard surfaces on a daily basis
- Working with large mechanical equipment
- Moving heavy carts on a daily basis
- Moving the wrists and arms in a repetitive manner on a daily basis
- Reaching above head level intermittently
- Deep bending, squatting intermittently
- Fine motor skill is required to handle mice and provide medical treatment
- Reading technical documents on an intermittent basis, therefore requires ability to sustain concentration.
- Ability to deal in an occasional higher stress environment

PART D

Specifications: (to be completed by the supervisor in conjunction with the employee)

1. Knowledge:

a) Minimum amount of formal education required:

- Graduation from a Veterinary Technology (2 yrs.) program from an accredited College
- CALAS Registered Laboratory Animal Technologist (RLAT)

b) Minimum amount of relevant work experience required:

- A minimum of 5 years in the field of laboratory animal care with some supervisory experience during that time.
- Experience in rodent surgery required (Stereotaxic procedures and asset)
- Experience in rodent colony maintenance required
- Experience in training research personnel preferred
- Experience in aquatics and birds an asset

c) Minimum amount and type of continuing study required;

- Must remain current by ongoing review of veterinary and technical laboratory journals as well as attending lectures and seminars in the Ottawa area and elsewhere depending on the budget
- Membership in local/regional/national CALAS and regular participation in the continuing training program is required

Ensuring WHMIS, Biosafety, Health and Safety for supervisors, Transportation of Dangerous Goods and

- other EHS safety sessions are taken on a regular basis
- The SVT must remain current with Canadian Council of Animal Care guidelines and federal, provincial and local laws and regulations.
- While rodents are the main in house research species, the scope of work involves a working knowledge of aquatics, amphibians and birds

Elaborate on (a) and (b)

This position is requires strong communication, interpersonal, administrative and organizational skills. The SVT assists in the efficient daily operation and continued enhancement on ongoing practices, therefore a solid grounding in laboratory facility methodology, techniques and procedures is necessary. She/he must have computer and administrative skills as well as the ability to multitask, delegate and problem solve for situations that may have undefined answers. The SVT needs to have the ability to be empathetic yet enforce policy, as well as a passion for continual learning in the field

1. Complexity of Duties:

The SVT often works independently but with the direction of the Manger. The position requires a solid grounding in the procedures required in the delivery of an animal care and use program as

well as the regulatory framework in which it operates. The SVT must be able to recognize species specific disease, pain, distress and abnormal behaviour in an animal and deal with these problems accordingly.

The position requires detailed and demonstrable skills in basic and more advanced laboratory surgical procedures and the ability to competently train these skills. The SVT must function well in groups and in the delegation of duties to coworkers, must have the ability to multitask and manage time and assist in delegating the daily activities of the other animal care staff. S/he has a shared responsibility to ensure users are complying with facility rules, and animal ethics. S/he must be a self-starter with strong technical skills and administrative skills. The SVT must be able to work independently and show considerable initiative. S/he must be accepting of the fact that some animal use outcomes can be unforeseen and that s/he may be called upon to occasionally select a course of action outside normal procedures in response to a variety of unforeseen or exceptional circumstances and be able fully justify those actions if required by the veterinarian, ACC or research staff.

Occasionally this position requires sound judgments and non biased conversation between the two groups to mediate and resolve conflict. These issues should be brought to the attention of the Manager.

As work with animals may become unpredictable at times or if there is a problem in the facility or with a distressed animals SVT is accountable to an ethical responsibility. Occasional overtime and call backs may be required and requested by the Manager

Accountability:

The SVT plays a key role in the operation of the Animal Care and Use Program of Carleton University and is accountable to his/her professional accreditation(s), the ACC, OMAFRA, and the CCAC. The SVT needs a good oversight of the daily operations of the ACVS program, therefore professional and effective delivery of the SVT duties is a requirement. Within the CU framework the SVT is directly accountable to the Manager of Operations of Animal Care and indirectly through the Dean of Science. The SVT must conduct him/herself professionally and ensure that confidentiality is maintained. The SVT must be vigilant to ensure safety and reduce the risk of injury of staff, students, researchers and animals within the facility by following CCAC, WHMIS and EHS guidelines. S/he is responsible for maintaining equipment in a safe operating condition, noticing potential hazards, documenting/reporting injuries of staff and students and reviewing hazards with the Manager.

Nature and Level of Contact:

(a) Purpose of contacts

- Instructs undergraduate, graduate, and faculty on animal handling and protocol specific procedural/surgeries
- To provide instructional, technical and theoretical information to department staff, placement students and work study students, when they come for annual tour and training
- Obtain technical information from suppliers and vendors relating to equipment, animals, materials and supplies

- To discuss with the department Manager topics relating to staff, procedures and policies, health and safety
- Assists with providing support to external/internal auditors/assessors when required
- Discuss issues with other departments on campus such as CCS, EHS, FMP

b) Level (check one)-regular and continuous only as specified in Part 'C'

Other employees in the same work unit or office

The above plus students; faculty in the same work unit; or employees from other departments of offices at a similar job level to the incumbent.

The above plus the general public, faculty and staff at a more senior level from other departments or staff at equivalent level outside the university.

All the above plus senior University executives and senior officials from government, private industry, other universities, etc.

5. Supervision/Management Control Exercised:

(a) Describe the type of supervisory/management exercised. Indicate responsibility for the overall direction of a section/department/unit either independently or through subordinate supervisors if applicable.

The SVT is responsible for assisting in the delegation of all level 6 and 7 work, as well as part-time staff. They are to provide guidance to the team, conduct training, and report any concerns to the Manager. The SVT will be responsible for 5-8 full-time, part-time and casual technical staff

b) Indicate the level of employees directly (not through subordinates) supervised.

i primarily support

iii primarily supervisors of (ii), or managers of section consisting of (i) employees

ii primarily specialized technical, administrative level or journeyman trades

iv primarily management level

(c) Indicate number directly supervised.

0 1 - 5 6 - 10 10 +

NOTE: Under the Occupational Health and Safety Act, the SVT is required to be familiar with the Act and the regulations that apply to the work being performed in the work unit. The SVT is also charged with ensuring that employees in the unit are made aware of their rights and obligations under the Act.

Signed by:

Employee

Date

Approved:

Manager

Date

Dean

Date