AUBURN
Human Resources

Mgr, Veterinary Nurse Training

Job Description

JOB INFORMATION

Job Code	IA31
Job Description Title	Mgr, Veterinary Nurse Training
Pay Grade	VT11
Range Minimum	$63,420
33rd %	$80,330
Range Midpoint	$88,780
67th %	$97,240
Range Maximum	$114,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/23/2023

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Patient Care & Rehabilitation

JOB SUMMARY

The Manager of Veterinary Nurse Training develops, delivers, and evaluates a comprehensive training program for veterinary nurses and assistants.

RESPONSIBILITIES

- Designs, coordinates, delivers, and evaluates training programs for veterinary nurses and assistants and conducts training needs assessments, researches, and develops education training programs.
- Supports the College of Veterinary Medicine (CVM) training initiatives by partnering with management to provide strategic direction regarding training, developing, updating policies, and procedures which supports training, establishing training schedules, and keeps the Chief Veterinary Nursing Officer (CVNO) apprised on progress.
- Researches external trainers and consultants and coordinates with CVNO regarding enrollment and contracts for services. Proactively works with leaders to help with matters such as department effectiveness, organizational effectiveness, continuous improvement, and development.
- Fosters effective working relationships between technicians, assistants, and other hospital staff.
- Consults with professionals to ensure leading edge practices. Ensures employees acquire the appropriate skills to perform their duties and are provided opportunities to increase their competence.
- Works on clinic floor as needed which may include assisting in diagnosing and treating animals while monitoring medical tests for the care and treatment of animals.
- Assists in developing a robust veterinary nursing internship program to enhance training and recruitment of quality licensed veterinary technicians.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	Degree in Veterinary Technology, Animal Science, or a related scientific field that qualifies an individual to obtain national certification.	and	6 years of	Experience working as a licensed veterinary technician in a referral setting at a veterinary technician skill level 3 or greater. Experience training veterinary nurses and assistants. Experience with both small and large animals is strongly desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrates capacity to deliver effective training.	
Demonstrates ability to work well with others earning the respect and appreciation of direct reports and co-workers.	
Demonstrates comprehensive training that can contribute to building an outstanding team to provide gold standard patient care outstanding team to provide gold standard patient care.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Licensed Veterinary Technician-NAVTA		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.