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## Auburn University Job Description

Job Title: **Manager, Veterinary Nurse Training**

Job Family: No Family

Job Code: **IA31**

Grade VT11 \$55,500 - \$99,900

FLSA status: Exempt

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### Job Summary

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

### Essential Functions

1. Designs, coordinates, delivers, and evaluates training programs for veterinary nurses and assistants and conducts training needs assessments, researches, and develops education training programs.
2. 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.
3. 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.
4. Fosters effective working relationships between technicians, assistants, and other hospital staff.
5. 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.
6. 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.
7. Assists in developing a robust veterinary nursing internship program to enhance training and recruitment of quality licensed veterinary technicians.
8. Performs other duties as assigned.

### 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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Associate's Degree	Degree in Veterinary Technology, Animal Science, or a related scientific field that qualifies an individual to obtain national certification.
<b>Experience (yrs.)</b>	6	Experience working as a licensed veterinary technician in a referral setting with at least four (4) years of advanced veterinary technician skills. Experience training veterinary nurses and assistants. Experience with both small and large animals is strongly desired.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

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.

#### **Certification or Licensure Requirements**

Licensed Veterinary Technician is required.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Date: 1/23/2023

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