
POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and succinctly as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT/TPT Tier I - Cover Page and Part 1 only

- Casual/temporary part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months).

CPT/TPT Tier II - Cover Page and Parts 1 & 2 only

- Casual/temporary part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to two academic semesters (more than 4 months up to 9 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)

Regular Part-time Support Staff

Position Title: Clinic RVT (Registered Veterinary Technician)

Position Number: [Click here to enter text.](#) **Pay Band:** 11

Reports To: Bianca Sclippa

Appointment Type: Other-details at right. **“Other” Hours Details:** [Click here to enter text.](#)

Scheduled Weekly Hours (maximum 24 hours per week): up to 24

PDF Completed By (Manager Name): [Click here to enter text.](#)

Effective Date: August 20, 2026 **Last Revision:** [Click here to enter text.](#)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

The Veterinary Technician program uses the licensed off-campus veterinary Humane Society site for student lab activities in all semesters of the program. Live animals are housed during the academic year, and the facility operates full Animal Care Centre.

Under the direction of the Senior Operations Manager, School of Health & Community Services, the incumbent is responsible to provide guidance and direction to students during their lab practice and model effective patient care management. This includes organizing student learning activities and demonstrations; equipment set up, maintaining learning tools, equipment, and supplies; and maintaining accurate student and patient records. The incumbent is responsible for maintenance of equipment required for the labs, ensuring it is in good working order. They will collaborate with the Clinic Technologists regarding inventory, purchasing and ordering supplies, and stocking the lab. The incumbent supports the laboratories for the Vet Technician Program as well as support for animal health care duties as needed in compliance with all affiliated Animal Care policies and procedures. The incumbent will provide input on the Standard Operating Procedures, Infection Control procedures, and program policies.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	Support student learning activities (in consultation with faculty) Prepare supplies for laboratory classes, monitor students during laboratory classes and provide feedback. Implement/support evaluation procedures designed by faculty members, reinforce pre-learned principles related to skills/procedures. Provide up to date knowledge of current veterinary technician skills to students and faculty and coordinate animal use schedule Support student practice sessions Collaborate with faculty to formulate remedial plans for students requiring extra help with technical skills Schedule and organize practice sessions complete with mannequins, animal subjects and supplies When needed work one on one with students referred for remediation Monitor students during practice sessions, and provide feedback and guidance Support students during patient sample collection and processing Provide feedback to students and faculty in the form of skills evaluation lists Organize maintenance of student skills lists	45

	Summary Details	Percentage %
	Provide leadership and support for peer tutors •	
2	Organize and monitor student animal care duties in relation to Fleming program at the Humane Society Establish/update animal care protocols and documentation Create, modify and supervise animal care schedules Train students in kennel duty activities (where required) Evaluate and track student record keeping, attendance and performance of animal care duties Meet regularly with animal care/kennel duty groups as needed Provide feedback regularly to faculty and coordinator regarding student performance of animal care duty Conduct daily rounds of animal patients to verify student observations Collaborate with veterinarian to provide emergency or nursing care to animal patients beyond the scope of students skills or curriculum •	10
3	Oversee the organization and maintenance of shared lab spaces being utilized by Vet Tech program Responsible for the maintenance, cleanliness and physical organization of the lab spaces being utilized Collaborate with faculty on the purchase of new capital equipment Design and implement maintenance protocols for hospital equipment Oversee the maintenance of labs and teaching supplies inventory Design and implement protocols for maintenance of currency and disposal of lab clinic supplies to meet CVO guidelines Maintain and update learning resources including mannequins, formularies, compendiums, textbooks and computer software Oversee the maintenance of all lab record keeping activities to meet CVO/CCAC guidelines including animal utilization data Update and support the protocols for quality control in the diagnostic laboratory spaces Ensure all program utilized lab spaces are organized and maintained in a manner to support humane, safe and efficient handling, housing and treatment of animal patients Support and implement and oversee protocols to ensure cleanliness and microbial control in the hospital environment Design, implement and monitor protocols (as per ministry guidelines) for the safe handling and disposal of hazardous materials Design, implement and monitor protocols for emergency evacuation of personnel/animals, for the maintenance of emergency/fire lighting and equipment, and for the maintenance of emergency contact lists. •	15
4	Communications Attend and participate in staff meetings as required Contact physical resources, computer services or outside contractors with regard to problems in the Vet Tech program, in consultation with the coordinator Communicate regularly with faculty regarding student progress and problems Assist with revision of student skills lists •	10
5	Animal Acquisition and Animal Use Coordinate the procurement, admission, care and supervision of animals used	15

	Summary Details	Percentage %
	in the Veterinary Tech program for teaching purposes, including but not limited to: dogs, cats, rabbits and laboratory rodents. · Procurement will coincide with use in specific courses, availability of appropriate housing in accordance with CVMA, CCAC, and OMAF requirements.	
6	Other Duties As Assigned <i>(do not amend this section)</i>	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a two (2) year college diploma.

Field(s) of Study:

Veterinary technology

Other Vocational Certifications and/or Apprenticeships:

[Click here to enter text.](#)

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than three years up to five years.

Additional Skills & Abilities:

Membership with Canadian Association for Laboratory Animal Science (CALAS) CPR and First Aid Training Registered Veterinary Technologist (RVT) designation

- 3+ years of experience in veterinary clinic setting, including experience with animal nursing, radiology, surgery and anesthesia, laboratory work/specimen analysis, inventory control and equipment maintenance.
- Prior experience precepting, or mentoring students, new graduates, or junior staff in a clinical setting is highly preferred.
- Familiarity with adult learning principles and clinical education strategies is an asset.
- Knowledge of multiple regulatory, professional, and institutional standards, including College of Veterinarians of Ontario (CVO), Canadian Council on Animal Care (CCAC), and health and safety requirements.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving** and **reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Support the implementation, and oversight of animal care, laboratory safety, and regulatory compliance protocols
Description
This responsibility requires the ongoing analysis and interpretation of multiple regulatory, professional, and institutional standards, including College of Veterinarians of Ontario (CVO), Canadian Council on Animal Care (CCAC), and health and safety requirements. The incumbent evaluates existing practices, identifies compliance gaps and operational risks, develops or revises protocols, and implements corrective actions to ensure safe, humane, and effective operation of teaching laboratories and animal care facilities. Problem-solving involves assessing complex situations where regulatory requirements, animal welfare considerations, student learning needs, and operational constraints may conflict. The incumbent must determine appropriate courses of action, prioritize risks, and implement solutions that maintain compliance while supporting program objectives. Errors in judgment could result in compromised animal welfare, safety concerns, regulatory non-compliance, or interruption of instructional activities.

Example #2

Task / Activity Coordinating student clinical skill development, remediation, and animal use activities within the teaching environment.
Description This responsibility requires analysis of student performance, skill competency, learning needs, and available program resources. The incumbent reviews student performance data, observations, and faculty feedback to identify skill deficiencies and collaborates with faculty to develop appropriate remediation strategies. Decisions must consider student learning outcomes, animal welfare, patient safety, curriculum requirements, scheduling constraints, and resource availability. Problem-solving is required when balancing competing priorities such as student access to practice opportunities, availability of animals and equipment, faculty expectations, and clinical or teaching schedules. The incumbent uses professional judgment to determine appropriate learning activities, provide technical guidance, modify practice arrangements, and escalate concerns when student performance or animal welfare may be at risk. Effective solutions directly support student success while ensuring safe and ethical use of animals within the teaching environment

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?
Non-routine.

How would you describe the complexity of the work?
All duties are varied and complex.

Describe the business processes used by the position.
Processes are specialized.

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Assessing and responding to student competency and remediation needs during laboratory and clinical skills training.
Description The incumbent independently monitors and evaluates student performance during laboratory classes, practice sessions, animal care activities, and clinical skills development. Judgment is required to identify gaps in competency, assess the severity of performance concerns, determine appropriate immediate guidance, and decide when issues should be addressed directly versus escalated to faculty. The incumbent must consider multiple factors including student safety, animal welfare, curriculum expectations, and the student's demonstrated level of competence. Decisions are made using professional veterinary technician knowledge, previous observations, skill evaluation data, and established program protocols. Poor judgment could negatively affect student learning outcomes, patient safety, or animal welfare and may result in students progressing without achieving required competencies.

Example #2

Task / Activity Managing animal care and responding to animal health, welfare, and facility-related issues within the teaching environment.
Description The incumbent exercises independent judgment when overseeing animals utilized within the Veterinary Technician program and when monitoring compliance with established animal care, husbandry, and safety protocols. Situations frequently require assessment of animal condition, housing requirements, behavioural concerns, resource availability, and adherence to regulatory and institutional standards. The incumbent must evaluate the urgency of issues, determine appropriate corrective actions, prioritize competing demands, and decide when veterinary intervention, faculty consultation, or emergency measures are required. Decisions often need to be made quickly to protect animal welfare, maintain regulatory compliance, and minimize disruption to academic activities. Errors in judgment could result in compromised animal care, health and safety risks, non-compliance with governing standards, or impacts on program delivery

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Interpretation of complex data or refinement of work methods.

In determining a solution for problems, the incumbent has discretion to:

Modify/refine existing methods and options.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Performing and demonstrating veterinary technical procedures for students in laboratory and clinical learning environments.
Description
The incumbent regularly performs and demonstrates precise veterinary technical skills, including venipuncture, catheter placement, injection techniques, sample collection, bandaging, and other clinical procedures. These activities require highly developed hand-eye coordination, manual dexterity, and the ability to perform delicate and controlled movements while working with live animals. Precision is critical to ensure patient safety, obtain quality diagnostic samples, minimize stress to animals, and accurately demonstrate proper technique to students. Errors in technique can compromise animal welfare, specimen integrity, or student learning outcomes.

Example #2

Task / Activity
Handling, preparing, and processing laboratory specimens and operating diagnostic laboratory equipment.
Description
The incumbent performs laboratory procedures requiring fine motor precision when preparing, labeling, processing, and analyzing biological samples. Tasks involve manipulating small instruments and equipment, preparing microscope slides, handling laboratory reagents, operating diagnostic analyzers, and conducting quality control procedures. These activities require sustained concentration and precise hand movements to prevent contamination, maintain specimen integrity, and ensure accurate results. A high degree of dexterity is required when working with small volumes of materials and delicate laboratory equipment.
These examples should score well because they emphasize delicate, precise, and intricate movements that are central to veterinary technician practice and are performed regularly in support of teaching and clinical laboratory operations.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:

Speed is a secondary consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Performing and demonstrating veterinary technical procedures for students in laboratory and clinical learning environments	25
Handling, preparing, and processing laboratory specimens and operating diagnostic laboratory equipment	10

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity
Handling, transporting, restraining, and providing care for animals used within the Veterinary Technician program.
Description
The incumbent performs a variety of physically demanding animal care activities including lifting, carrying, positioning, restraining, transferring, grooming, exercising, and monitoring animals of varying sizes and temperaments. Duties require frequent standing, walking, bending, kneeling, reaching, and occasional lifting of animal carriers, equipment, feed, bedding, and supplies. Physical effort may be sustained for extended periods while caring for animals, assisting with procedures, responding to animal health concerns, or supervising student activities. The work requires the use of both fine and gross motor skills and may involve awkward body positions when handling animals or working within kennels and treatment areas.

Example #2

Task / Activity
Preparing, maintaining, and organizing teaching laboratories, clinical spaces, and program equipment.
Description
The incumbent regularly sets up and dismantles laboratory exercises, moves equipment and supplies, restocks inventory, cleans and sanitizes workspaces, and maintains teaching and animal care facilities. These duties require prolonged standing and walking, frequent bending, reaching, pushing, pulling, and lifting of supplies, equipment, and materials. Physical effort is required throughout the day to maintain laboratory readiness, support instructional activities, and ensure compliance with safety, animal care, and infection-control protocols.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Handling, transporting, restraining, and providing care for animals used within the Veterinary Technician program	25
Preparing, maintaining, and organizing teaching laboratories, clinical spaces, and program equipment	20

How would you describe the frequency of the physical demands of this position?

Recurring (most of the day)

How would you describe the nature of the physical demands of this position?

Moderate

How would you describe the physical strain on this position?

Uncomfortable/awkward positions for short periods; some flexibility of movement.

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Monitoring and evaluating student performance during laboratory classes, practice sessions, and animal care activities.
Description
The incumbent is required to maintain prolonged visual and auditory concentration while observing multiple students simultaneously during laboratory and clinical skills activities. Careful attention is required to identify incorrect techniques, safety concerns, breaches of protocol, and deficiencies in skill performance. The incumbent must continuously assess student actions, provide immediate feedback, and ensure both student and animal safety. Concentration is frequently interrupted by student questions, changing laboratory activities, and competing demands while maintaining accuracy of observations and assessments.

Example #2

Task / Activity
Observing animal health status and supporting laboratory diagnostic procedures.
Description
The incumbent requires sustained visual, auditory, and tactile attention when monitoring animal patients for changes in behaviour, physical condition, health status, and response to procedures. Detailed observation is required to recognize subtle clinical signs of stress, pain, illness, or injury. Concentration is also necessary during specimen collection, laboratory processing, quality control activities, and the operation of diagnostic equipment where accuracy and attention to detail are essential. Failure to detect changes or abnormalities could affect animal welfare, laboratory results, or student learning outcomes.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Frequent (>60%)

How would you describe the requirement for sensory demand in this position?
Considerable

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Monitoring and evaluating student performance during laboratory classes, practice sessions, and animal care activities	30
Observing animal health status and supporting laboratory diagnostic procedures	20

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Coordinating laboratory activities, student support, and animal care requirements during academic delivery.
Description
The incumbent is responsible for supporting multiple laboratory courses, student practice sessions, and animal care activities occurring simultaneously. Work must be coordinated around academic schedules, faculty requirements, animal availability, facility capacity, and student learning needs. Frequent interruptions occur throughout the day from students requiring assistance, faculty requests, animal care concerns, equipment issues, and scheduling changes. Priorities often shift quickly, requiring the incumbent to assess competing demands and adjust resources while ensuring learning objectives, animal welfare standards, and safety requirements are maintained

Example #2

Task / Activity
Responding to unforeseen animal health, safety, laboratory, and operational issues.
Description
The incumbent regularly encounters unexpected situations requiring immediate attention, including animal health concerns, equipment failures, supply shortages, student performance issues, safety incidents, and compliance-related matters. Judgement is required to determine priorities, coordinate appropriate responses, and minimize disruption to teaching activities. These situations often occur while managing existing responsibilities and deadlines, requiring the incumbent to balance urgent issues with ongoing commitments and regulatory requirements. Delays in responding may affect animal welfare, student learning activities, or program operations.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?
Deadlines may periodically change.

How would you describe the existence of critical deadlines in this role?

Occasional critical deadlines.

How would you describe the level of interruptions this position faces?
Interruptions are frequent and may be unpredictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Coordinating laboratory activities, student support, and animal care requirements during academic delivery	30	PR (Predictable)
Responding to unforeseen animal health, safety, laboratory, and operational issues	20	NP (Not Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Development, implementation, and oversight of laboratory, animal care, and safety protocols.
Description The incumbent independently plans, develops, updates, and implements protocols related to animal care, laboratory operations, equipment maintenance, inventory control, infection prevention, hazardous materials handling, and regulatory compliance. Within established College, CVO, CCAC, and health and safety guidelines, the incumbent determines appropriate methods, identifies operational issues, develops solutions, and implements corrective actions. Judgment and initiative are required to ensure the teaching and clinical environments remain safe, compliant, and operational while supporting program objectives.

Example #2

Task / Activity Coordinating student laboratory learning, remediation activities, and animal utilization schedules.
Description

Task / Activity Coordinating student laboratory learning, remediation activities, and animal utilization schedules.
The incumbent independently organizes and coordinates student practice sessions, animal use schedules, laboratory resources, and remediation activities. Decisions are made regarding scheduling, allocation of resources, prioritization of activities, and addressing day-to-day issues arising during laboratory and animal care operations. The incumbent assesses student learning needs, provides guidance, and collaborates with faculty on remediation strategies while exercising professional judgment regarding appropriate interventions and escalation of concerns.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Uses procedures and past practices but may adapt them, as required.

What degree of supervision is typically provided to the incumbent?

Considerable freedom to act independently; supervisory input provided upon request.

How is the work typically checked and verified?

Output is reviewed by report/discussion.

How frequently is the work checked?

Reviewed upon project completion only.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

The incumbent exercises considerable independent action in coordinating laboratory activities, animal care operations, student practice sessions, skills remediation activities, equipment maintenance, inventory management, and compliance-related processes. Initiative and creativity are required to develop and revise protocols, address operational challenges, respond to changing animal care and instructional needs, optimize the use of facilities and resources, and resolve issues affecting students, animals, or laboratory operations.

These responsibilities occur on a daily basis and require the incumbent to assess situations, establish priorities, and determine appropriate courses of action with minimal supervision.

Situations typically referred to the Manager, Assigned Faculty and or Program Coordinator include:

- Significant budget or resource allocation decisions.
- Major changes to program delivery or operational practices.
- Serious student performance or conduct issues.
- Significant health and safety concerns.
- Regulatory or compliance matters with potential institutional impact.
- Issues involving legal, reputational, or animal welfare risk.
- Decisions requiring interpretation of College policy beyond established procedures.

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Faculty	Exchange of information regarding student progress, lab activities, clinical skills development, remediation plans, students concerns, course requirements and animal use activities. Provide observations and recommendations to support student success and achievement of learning outcomes	Daily
Students	Provide instruction, guidance, coaching, feedback, remediation support, procedural explanations, safety information, and clarification of animal care and laboratory requirements. Address questions, concerns, and performance issues while supporting skill development and learning outcomes.	Daily

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Program Coordinator	Coordinate program activities, operational requirements, animal utilization schedules, laboratory resources, compliance matters, health and safety concerns, and student issues. Provide updates, recommendations, and operational information to support effective program delivery.	Weekly
Humane Society Management, Veterinarians, and Animal Care Staff	Coordinate animal admissions, housing, treatment plans, animal use schedules, patient care activities, regulatory requirements, and operational issues affecting both organizations. Collaborate to ensure animal welfare, regulatory compliance, and effective program delivery.	Weekly
Veterinary Technician Lab Staff and Other College Staff	Coordinate laboratory operations, equipment maintenance, inventory management, teaching support activities, safety procedures, scheduling, and resource allocation. Share technical information and resolve operational issues.	Daily
Senior Operations Manager	Sharing or alerting of any significant lab concerns, incidents, staffing and or students challenges needing support and or escalation	Monthly

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Providing guidance/technical advice of a specialized nature; seeks to secure cooperation of others.

What type of involvement does this position have with confidential information?

Regular involvement with moderate disclosure implications.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Oversight of animal care operations, animal welfare, and regulatory compliance within the Veterinary Technician Program.
Description
The incumbent is responsible for implementing and monitoring animal care protocols, coordinating animal utilization activities, overseeing animal housing and care practices, and maintaining records required to meet CVO, CCAC, and College standards. Decisions are made regarding animal care priorities, scheduling, protocol implementation, identification of health and welfare concerns, and corrective actions required to address operational issues. Errors in judgment or failure to take appropriate action could negatively impact animal welfare, result in non-compliance with regulatory requirements, create health and safety risks, adversely affect the College's reputation, and disrupt program delivery.

Example #2

Task / Activity
Coordinating student laboratory learning activities, skills remediation, and clinical practice experiences.
Description
The incumbent is responsible for organizing laboratory and practice activities, monitoring student performance, providing technical guidance and feedback, maintaining student skills records, and supporting faculty in identifying remediation needs. Decisions are made regarding resource allocation, student support activities, scheduling adjustments, and appropriate responses to student performance concerns. Failure to identify performance deficiencies, provide appropriate guidance, or maintain accurate records may affect student learning outcomes, compromise student or animal safety, delay skill development, and negatively impact the quality and effectiveness of program delivery.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Errors usually detected through verification and review processes.

What is the typical scope of impact to the organization for errors in this position?

Results in significant waste and negative impacts to operational effectiveness.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment No	
Outdoor work; seasonal conditions No	
Other (please specify) off sight functional licensed operating Animal Care Facility	100%
Other (please specify)	

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Moderately disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Recurring

If this position is required to engage in business related travel, what is the frequency of the travel?

Infrequent (less than 10% of their time in transit)

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

This position operates within a unique learning environment, as the Veterinary Technician Program is delivered within a fully functioning/licensed animal care facility (Humane Society) rather than a traditional campus laboratory setting. The incumbent supports student learning while simultaneously contributing to the safe, humane, and compliant operation of a live animal care environment.

The position requires a combination of advanced veterinary technical expertise, student support, laboratory operations management, animal care oversight, regulatory compliance knowledge, and strong interpersonal skills. The incumbent works closely with faculty, the Program Coordinator, veterinarians, Humane Society staff, students, and external service providers to coordinate activities that support both academic delivery and animal welfare.

The role requires ongoing interpretation and application of standards and guidelines established by organizations such as the College of Veterinarians of Ontario (CVO), the Canadian Council on Animal Care (CCAC), and applicable health and safety legislation. The incumbent exercises considerable

independence in coordinating laboratory operations, maintaining specialized equipment and facilities, supporting student competency development, and ensuring safe and ethical animal care practices.

The position is characterized by frequent competing priorities, regular interruptions, and the need to balance student learning needs, animal welfare requirements, regulatory obligations, and operational demands within a dynamic teaching and animal care environment. Decisions and actions taken by the incumbent directly contribute to student success, program quality, regulatory compliance, and the maintenance of the College's partnership with the Humane Society.

The position serves as a key operational and technical resource for the Veterinary Technician Program and plays an essential role in ensuring the effective integration of classroom learning, clinical skill development, animal welfare, and regulatory compliance within the program's experiential learning environment.