

INSTRUCTIONAL ASSISTANT, REGISTERED VETERINARY TECHNOLOGY

DEFINITION

Assembles materials, supplies and equipment used in demonstrations and classroom assignments; operates and maintains equipment used in the RVT program; assists students and faculty with instructional activities related to the assigned program; and orders, issues, receives, and stores classroom materials and supplies.

TYPICAL DUTIES

Schedules and oversees the use of one or more instructional laboratories by students, faculty, and staff.
Instructs students individually on the proper and safe use and operation of a variety of equipment and tools and orients students to established policies within the instructional laboratory.
Prepares and sets up lab classes by assembling supplies, sterilizing instruments, measuring solutions, and setting up equipment used in RVT class demonstrations.
Assists in the handling, restraint, and treatment procedures of demonstration animals used in the classroom.
Assists in instructional demonstrations of veterinary procedures and techniques such as catheter placement, dental cleaning, exposure and development of radiographs, etc.
Maintains and operates a variety of technical lab equipment.
Advises and responds to student inquiries regarding specific course requirements and advises students regarding specific program requirements.
Issues and receives supplies, materials, and equipment for student use in laboratory and classroom assignments, keeps records, and effects the return of supplies and equipment checked out to students.
Maintains inventory records of supplies, material, and equipment and prepares periodic inventory reports.
Maintains medical records of all animals used for instructional purposes.
Maintains laboratory attendance and progress records.
Complies with health and safety practices and precautions required by OSHA, DEA, USDA, and AVMA.
Prepares requisitions for supplies and materials.
Inspects, cleans, and stores used supplies and equipment.
Keeps storerooms and work areas orderly and clean.
May provide training and work direction to student employees.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Registered Veterinary Technology**, applies knowledge of veterinary technology to a broad range of duties related to the day-to-day operations of a registered veterinary technology program which include: preparation and set up of supplies, material, and lab equipment; storekeeping functions; and demonstration of proper and safe uses and operations of instructional equipment and materials used in a RVT lab.

Instructional Assistants in other academic disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

SUPERVISION

General supervision is received from a RVT Program Director. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

Subject matter of all RVT courses
Equipment, materials, supplies, and related items used in RVT courses
Nursing care and handling of small and large animal species used in RVT courses
Health and safety practices and precautions required for OSHA, DEA, USDA, and AVMA compliance
Capabilities of computer systems, software, and hardware common to instructional laboratories
Recordkeeping procedures

Ability to:

Provide instructional assistance to students and instructional staff
Follow complex instructions in the preparation of lab equipment set-up
Work effectively and cooperatively with students and instructional staff
Communicate effectively both orally and in writing
Properly care and handle small and large animal species
Give clear and concise instructions
Keep accurate records
Secure and store supplies
Effectively utilize computer equipment and software in the performance of duties
Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate's degree or its equivalent from a recognized college or university with a major in an accredited American Veterinary Medical Association Registered Veterinary Technician program. Possession of a current California Registered Veterinary Technician license is desirable.

OR

B. Graduation from high school and two years of full-time paid experience in the veterinary field under the supervision of a licensed veterinarian. Possession of a current California Registered Veterinary Technician license is desirable.