

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Changes Since Last Reviewed**

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This is a technical position that provides front line services to producers, veterinarians and other clients of the Animal Health and Assurance Branch, supporting the pathologist, veterinarians and scientists within the Branch. The Veterinary Technologist assists with necropsies, field visits, collecting samples in the field or in the post mortem room, labeling, packaging and delivering samples for testing at both internal and external diagnostic laboratories. Other responsibilities include maintaining biosecurity, administration of local site, data entry, administration and

maintenance of relevant databases, maintaining physical and electronic records, reporting activities, coordinating and supervising facility use, providing cover-off for other regional post mortem facilities, receiving samples and answering calls from stakeholders and the public.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Post Mortem Room duties

a. Sample Handling

- i. Coordinate sample/specimen receipt, sample collection and processing, including proper identification (use photos as required), labeling, logging, and preservation techniques for ongoing surveillance activities of the branch.
- ii. Ship specimens according to Transport of Dangerous Goods standards and following internal protocols, so specimens arrive promptly and in testable condition.
- iii. Coordinate and oversee the use of the post mortem room by Fish and Wildlife staff collecting samples under their surveillance program.
- iv. Coordinate rental of post mortem room.
- v. Dispose of carcasses, tissues and other waste after sample collection via incineration or other recommended manner.

b. Biosecurity

- i. Promote, enforce and propose improvements on the biosecurity protocols for accessing, operating and exiting the post mortem room or site visits.
- ii. Ensure existing biosecurity protocols are followed by staff, contractors and visitors.
- iii. Maintain cleanliness of the necropsy room, equipment, fridges and coolers to reduce the risk of infection and contamination.
- iv. Properly clean and disinfect any equipment, instruments, containers or materials used outside of the necropsy room.
- v. Perform routine cleaning of the incinerator and proper disposal of ashes.
- vi. Launder used/soiled protective clothing for all users.

c. Quality control

- i. Maintain the continuity and accuracy of sample identification from receiving, data entry and delivering to other laboratories.
- ii. Monitor the functionality of all mechanical and electrical instruments and equipment used by staff.
- iii. Inform the Unit Manager of any issue detected on instruments, equipment or any other element used in the necropsy room.
- iv. Coordinate with maintenance contractors for inspections, maintenance and repairs.
- v. Maintain safety and security standards to reduce risk of workplace accidents or injuries for staff, contractors and visitors.
- vi. Safely operate the incinerator, hoist and electric band saw, walk-in cooler and freezer, as well as any other equipment using standard operating procedures.
- vii. Perform and/or coordinate regular inspections on the equipment to ensure its continuous

safe and secure operation, and coordinate timely maintenance and repairs with qualified individuals/entities.

2. Disease Surveillance and Response Duties

a. Rabies

- i. Provide appropriate information to the public, veterinarians and Alberta Health staff.
- ii. Collect specimens from veterinary clinics (and occasionally private residences).
- iii. Collect tissues for rabies testing and submitting it to relevant laboratory for rabies testing.

b. CWD

- i. Coordinate with Elk industry for sample collection for Chronic Wasting Disease surveillance either on or off-site.
- ii. Coordinate with other veterinary technologists to efficiently prepare for large sample collections, labeling and delivery to diagnostic laboratory.

c. Disease investigations

- i. Support duty veterinarians in disease investigations by performing sample collection or specimen pick up at farms or other sites.
- ii. Deliver quarantine notices on behalf of the Chief Provincial Veterinarian.
- iii. Travel for local disease response or to assist other regional veterinary laboratories.
- iv. Maintain farm visit kits.
- v. Assist with animal handling, including during euthanasia, as required.
- vi. Assist veterinarians, technologists and other staff as necessary.
- vii. Support other duties as approved by supervisor.

3. Administrative Duties

a. Databases (Lab and Rabies)

- i. Enter data into appropriate database.
- ii. Maintain integrity of databases, including training submitters and other staff on database requirements.
- iii. Contacting producers and/or veterinarians to request information on specific cases or samples.
- iv. Use database to generate client reports, monthly summaries for both Lethbridge and the entire team.
- v. Analyze data.
- vi. Support other regional labs with database tasks.

b. Reporting, Inventories, and other duties

- i. Share reception and administrative duties functions for the Lethbridge Regional Veterinary Laboratory.
- ii. Ensure that the specimen receiving and the incineration logbooks are kept up to date.
- iii. Develop and update/review at regular interval the standard operating procedures (SOP) relevant to the post mortem room, field investigations and surveillance projects following the International Standards Organization 17025 (ISO) standards.

- iv. Prepare monthly post-mortem room reports for the Section.
- v. Maintain vehicle use logbooks.
- vi. Manage the inventory of supplies required for veterinary lab activities and order as required including sampling materials, personal protective and safety equipment and cleaning supplies.

Problem Solving

Typical problems solved:

- Awareness of animal health diseases including zoonotic disease, and its biosecure handling in the post mortem room.
 - Capacity to work under pressure performing timely and accurate collection and delivery of samples, so they meet established turn around times for providing reports to industry, veterinarians and producers.
- Ability to maintain data integrity, working with manuals and other staff to learn the databases, identify issues, suggest resolutions.
- Ability to work with, identify, mitigate and troubleshoot potential problems with the equipment, instruments and other elements in the post mortem room.
 - Capacity to help clients submit forms and response to issues.
 - Maintain good relationships with internal and external laboratories, which could help addressing and resolving issues within the information flow, or with any other topic.

Types of guidance available for problem solving:

Manuals and standard operating procedures are available.
Assistance from other technologists, staff and managers is readily available.

Direct or indirect impacts of decisions:

The timeliness, quality and accuracy of work provided by this position can have a direct impact on the accuracy of the diagnosis and the ease and speed of reporting the results. Laboratories can plan to have sufficient supplies and resources on hand if they know when and how many samples will arrive. Administrative staff can enter data more accurately and efficiently if documents are filled out completely. Together our quality standards are maintained and the results are delivered promptly.

Key Relationships

Major stakeholders and purpose of interactions:

Internally, this job has a direct relationship with veterinarians, scientists, laboratory and administrative support staff within the Animal Health and Assurance Section, Inspection and Investigation Section and the Office of the Chief Provincial veterinarian, the Agri-Food Laboratories Branch and Fish and Wildlife. Externally, it deals with a number of stakeholders, such as maintenance contractors, livestock producers, private veterinarians, commodity organizations, academics and the Canadian Food Inspection Agency. This is a front line, client-based position addressing provincially and federally reportable diseases and diseases that have potential to impact Alberta's livestock industries.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Science		

If other, specify:

Animal Health Technologist

Job-specific experience, technical competencies, certification and/or training:

A diploma in Animal Health Technology.
Registered with, or be eligible to be registered with the Alberta Veterinary Technologist Association (ABVTA).
Minimum 2 years of related experience.

Understanding or training in WHIMIS and Dangerous Goods Transportation regulations.
 Computer literacy is essential (Microsoft Word, Excel, Powerpoint and Outlook).
 Experience with databases.
 Good team member with the ability to work well with other staff as well as independently.
 Must be able to utilize and maintain laboratory, post-mortem and office equipment.
 Must have knowledge and basic concepts of biosecurity and bio-containment.
 The position requires standing for protracted period of time and lifting animal tissues up to 35kg in weight.
 Valid driver's license.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> Engages perspective to seek root causes Finds ways to improve complex systems Employs resources from other areas to solve problems Engages others and encourages debate and idea generation to solve problems while addressing risks 	Position is expected to use creative thinking and to reach out to co-workers and others in the GoA community to assess options, implement solutions and achieve outcomes, for instance in responding to rabies calls or answering calls from the public
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> Identifies alternative approaches and supports others to do the same Proactively explains impact of changes Anticipates and mitigates emotions of others Anticipates obstacles and stays focused on goals Makes decisions and takes action in uncertain situations and creates a backup plan 	Position requires ability to anticipate, assess and readily adapt to changing priorities, maintain resilience in times of uncertainty and effectively work in a changing environment while maintaining deadlines and quality of work.
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Leverages relationships to build input and perspective: <ul style="list-style-type: none"> Looks broadly to engage stakeholders Open to perspectives towards long-term goals Actively seeks input 	Position is expected to know key stakeholders, to meet their time requirements as best as possible and to communicate to team and to stakeholders.

		into change initiatives • Maintains stakeholder relationships	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Takes and delegates responsibility for outcomes: • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction	Position is expected to know what outcomes are important and maximize resources to achieve organizational goals, while maintaining accountability internally and with stakeholders.
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development	Commitment to lifelong learning for self and others. Keeping current with latest technical methodologies is an important aspect of this role. The position is required to earn a certain number of career relevant continuing education hours in order to maintain their association membership.
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	Works collaboratively with team members in other locations to cover joint responsibilities (i.e. Rabies line, large sample collection at slaughter plants). Is approachable and will also initiate discussions to improve processes or techniques. Acknowledges the work of others publicly and privately.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature