VETERINARY TECHNICIAN
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT

July 2012

Note: Refer to the Veterinary Technician Progression and Productivity Policies and Procedures Document for additional information and clarification, guidelines and procedures.

To Become: VETERINARY ASSISTANT APPRENTICE (OT-16)

EDUCATION: Graduation from high school or possession of a General Education Development Certificate (GED), plus college accredited coursework

EXPERIENCE: One (1) year experience working with animals in a veterinary or clinical environment

COURSEWORK: Completion of nine (9) hours of coursework from an accredited college with an American Veterinary Medical Association (AVMA) accredited program in veterinary technology

LICENSES: Possession of a valid Oklahoma Class "D" Operators License

JOB COMPLEXITY: Performs basic level technical veterinary assistance duties in accordance with established policies and procedures under immediate supervision.

To Become: **VETERINARY ASSISTANT (AT-23)**

EDUCATION: Graduation from high school or possession of a General Education Development Certificate (GED), plus twenty (20) accredited college hours

EXPERIENCE: One (1) year as a Veterinary Assistant Apprentice with the City of Tulsa

TRAINING: **Internal**   Administrative Skills Core Group =1 course from choices
Supervisory Skills Core Group =1 course from choices

COURSEWORK: Completion of twenty (20) hours from an accredited college with an American Veterinary Medical Association (AVMA) accredited program in veterinary technology

LICENSES: Possession of a valid Oklahoma Class "D" Operators License

DEMONSTRATED SKILL PROFICIENCY:

Demonstrated skill at the Veterinary Assistant level as approved by the department within the probationary year

JOB COMPLEXITY: Performs intermediate level technical veterinary assistance duties in accordance with established policies and procedures under immediate supervision.

PERFORMANCE & PRODUCTIVITY:
Must be performing Veterinary Assistant duties at least at a competent level and received a "Proficient" or above performance rating on the most recent review. Must be demonstrating increased productivity for the Department due to the development of knowledge, skills and abilities.

Proficiency Increase Requirements:

An increase to the next step within the AT-23 pay grade will be awarded to any Veterinary Assistant with one (1) year experience as a Veterinary Assistant and who has completed forty (40) hours from an accredited college with an American Veterinary Medical Association (AVMA) accredited program in veterinary technology

To Become: **VETERINARY TECHNICIAN (AT-28)**

EDUCATION: Graduation from an accredited college or university having an American Veterinary Medical Association (AVMA) accredited program with an associate's degree in veterinary technology

EXPERIENCE: Two (2) years as a Veterinary Assistant with the City of Tulsa

TRAINING: **Internal** Administrative Skills Core Group =1 course from choices
Supervisory Skills Core Group =2 courses from choices
Optional course approved by Supervisor =1 course

LICENSES: Possession of a valid Oklahoma Class "D" Operators License; and current certification as a Registered Veterinary Technician (RVT) by the Oklahoma State Board of Veterinary Medical Examiners

DEMONSTRATED SKILL PROFICIENCY:

- Demonstrated skill at the Veterinary Technician level as approved by the Department

PERFORMANCE & PRODUCTIVITY:

Must be performing the duties of a Veterinary Technician at least at a competent level and have received a 'Proficient' or above performance rating on the most recent review. Must be demonstrating increased productivity and initiative for the Department due to the development of knowledge, skills and abilities.