



JOB DESCRIPTION- VETERINARY NURSING FACULTY

General Description/Primary Purpose:

Full time veterinary nursing faculty provide an environment for classroom, laboratory and in-house hospital instruction required by class/hospital rounds. Veterinary nursing faculty contribute to campus-wide activities by performing other essential functions as listed below.

Classification: Full-Time Faculty

Academic Rank: Instructor

Salary: Commensurate with qualifications, education and experience, plus full fringe benefits.

Appointment: 10-month appointment.

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

General Job Functions:

1. Demonstrate scholarly standards of academic excellence and rigor, and exhibit the traits befitting that of a distinguished faculty member.
2. Demonstrate experience and/or willingness to learn and use state-of-the-art technology in the various delivery methods of instruction and other office duties.
3. Demonstrate awareness of and sensitivity to cultural diversity as it impacts curricula and instructional practices and show a willingness to work effectively in a culturally diverse workplace and not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran.
4. Responsible for and expected to exemplify and promote civility.
5. Support the mission of the college.
6. Promote and maintain a positive attitude of service toward students, coworkers and others.
7. Participate in community service activities and programs.
8. Promote and support service learning activities.

9. Develop and use assessment of student learning methods at least every two weeks and contribute to campus-wide assessment projects.
10. Use appropriate evaluation instruments to measure student progress at specified intervals.
11. Submit assessment data into Task stream course management software each semester and make modifications to teaching methods as needed.
12. Maintain in coordination with other department faculty (adjunct and fulltime) an up-to-date, complete, and well-organized syllabus for each course taught as set forth by the VPAA.
13. Demonstrate knowledge of curriculum development including identifying program outcomes, developing competency statements, learning outcomes and selecting appropriate learning activities and evaluation strategies.
14. Integrates the values of respect, collegiality, professionalism, and caring to build an organizational climate that fosters the development of students and instructors.
15. Cooperate with departmental faculty in the selection of textbooks and teaching materials.
16. Maintain a minimum of six scheduled office hours. Provide flexible office hours by appointment to accommodate students' schedules when necessary.
17. Include a writing component in each course and encourage students to utilize the Help Center, Student Success Center.
18. Incorporate the use of the MSC library in all courses and make recommendations for library purchases.
19. Assist in recommending purchases and maintaining an accurate inventory of all equipment and supplies.
20. Actively support student organizations and extra-curricular activities.
21. Serve on and contribute to campus-wide committees.
22. Support the President's Scholars Program.
23. Implement strategies to enhance college recruitment, retention, and graduation rates.
24. Carry out assigned duties and responsibilities associated with the annual interscholastic contest.
25. Following institutional policy, efficiently use a work study position(s) (when available) to help in the accomplishment of other general responsibilities.
26. Participate in strategic planning initiatives (including Task stream) and align instructional, program and departmental goals with the MSC Strategic Plan.
27. Serve as a mentor to full-time and adjunct faculty as assigned.
28. Ability to commute to distance learning sites.
29. Contribute to the overall institutional focus to perpetuate student success.
30. To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.
31. Support the institutional General Education program.
32. Perform other duties as may be assigned by supervisors.

33. Prior to or upon employment the successful candidate must complete mandatory NIMS (National Incident Management System) General Role Training Modules, IS-100.C and IS-700.B
34. Complete all training assigned by the Human Resources Department.

Faculty Job Functions:

1. Knowledgeable about the educational environment within which they practice and recognize how political, institutional, social and economic forces impact their role.
2. Teach assigned courses in accordance with catalog descriptions, based on approved syllabi, and aligned with American Veterinary Medical Association Committee on Veterinary Technician Education and Activities requirements.
3. Work with other faculty teaching courses to maintain curricular consistency within the Veterinary Nursing Program.
4. Maintain professionalism as described in the MSC Faculty Handbook and Policies and Procedures Manual.
5. Maintain and revise official syllabi every semester according to MSC syllabi templates.
6. Recognize responsibility for helping students develop as veterinary nurses and integrate the values and behaviors expected of those who fulfill that role.
7. Implement a variety of teaching strategies appropriate to learner needs, desired learner outcomes, content and context.
8. Review and update program outcomes, student learning outcomes and designing curricula that reflect contemporary veterinary health care trends and prepare graduates to function effectively in the veterinary health care environment.
9. Model cultural sensitivity when advocating for change.
10. Revise the curriculum based on assessment of program outcomes, learner needs and societal and veterinary healthcare trends.
11. Participate in interdisciplinary efforts to address veterinary healthcare and educational needs locally, regionally, nationally or internationally.
12. Required yearly attendance at a veterinary nurse professional development conference selected by MSC veterinary nursing program chair and faculty to engage in networking opportunities and to increase one's effectiveness in the role of veterinary nurse educator.
13. Engage in self-reflection and continued learning to improve teaching practices that facilitate learning.
14. Use feedback gained from self, peer, student and administrative evaluations to improve role effectiveness.
15. Show enthusiasm for teaching, learning and nursing that inspires and motivates students.

16. Use knowledge of legal and ethical issues relevant to higher education and veterinary nursing education as a basis for influencing, designing, and implementing policies and procedures related to students, faculty and the educational environment.
17. Demonstrate skill in design and use of tools for assessing clinical practice.
18. Ensure student competency documentation is utilized to track student skill development (CVTEA Accreditation Manager Software).
19. Provide timely, constructive and thoughtful feedback to learners.
20. Maintain skills by practicing in a veterinary clinic to provide a teaching environment that is conducive to learning and a teaching hospital that emulates contemporary veterinary medicine.
21. Demonstrate a scholarly level of understanding of all subject matter to be taught.

Required knowledge, Skills, and Abilities

Individuals must possess the knowledge, skills, and abilities listed below or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodations, by using some other combination of skills and abilities.

- Work closely with the program directors in administrative aspects.
- Assist in all aspects of veterinary nursing education.
- Assist veterinary nursing instructors in the practice of veterinary medicine and surgery as it relates to Murray State College Veterinary Nursing Program's education goals.
- Tutor students in the veterinary nursing courses and laboratory skills.
- Supervise students in proper care of hospitalized animals and provide assistance to students with medical care.
- Communicate with veterinarians in regards to daily medical care of hospitalized patients.
- Supervise students in performing all daily medical treatments.
- Supervise students in nutritional care.
- Assist students in monitoring intensive care patients and carrying out veterinarian's orders.
- Supervise students and ensure all hospitalized patients' records are complete and accurate.
- Supervise students in properly filling prescriptions.
- Supervise student hospital rounds.
- Admit animals scheduled for laboratories.
- Conduct and supervise students in pre-admission exams and discharge patients.
- Prepare items, equipment and animals for designated laboratories.
- Supervise cleaning and restocking following each clinical lab.
- Research new technologies and assist in the integration of technologies into the curriculum.

Technical Duties

1. Perform client and program inquiry callbacks.
2. Maintain legally defensible medical records.
3. Collect samples and perform laboratory in-house procedures and prepare specimens for outside laboratories.
4. Assist in maintaining swine and beef herd certification records and documentation.
5. Assist veterinarians in outpatient exams by obtaining histories, vital signs and weights.
6. Conduct periodic quality control for in-house laboratory equipment and tests.
7. Maintain records of quality control.
8. Ensure that all medical waste is properly disposed of according to OSHA regulations.

Hospital Sanitation

1. Assist in supervising students daily in the cleaning of surgery rooms, treatment areas, recovery, laboratory, radiology imaging and animal ward areas to keep nosocomial infection to a minimum.
2. Keep the medical area of our hospital a clean and sanitary place in which to work.

Information Technologies

1. Learn the veterinary diagnostic software and assist students with accessing information.
2. Assist in maintaining Facebook for veterinary nursing programs.
3. Assist in filming and editing procedure videos for veterinary nursing programs.

Inventory

1. After each clinical lab ensure that the controlled drug log is accurate and complete.
2. Inventory course supplies and make order lists.

OSHA and Safety Data Sheets (SDS)

1. Be trained in "Right to Know" OSHA requirements and follow health and safety procedures.
2. Keep current SDS and hazardous inventory master file.
3. Keep all secondary containers properly labeled.

Other Duties & Requirements

1. Answer phones, answer student questions, client questions, and respond to student inquiries.
2. Assist and advise students on enrollment.
3. Attend staff meetings and contribute constructive feedback.
4. Serve on Murray State College committees.
5. Schedule and conduct tours of the veterinary nursing building.
6. Clean kennels when needed during the day.

7. Help prepare referral forms and file lab reports.
8. Do laundry when needed.
9. Attend student organization meetings and events.
10. Attend and participate in the MSCVN Institutional Animal Care and Use Committee meetings.
11. Assist with special events such as interscholastic meets, Fall Festival, Santa Night etc.
12. Serve as a role model for pre-veterinary medicine, veterinary nursing and veterinary assistant students.
13. Assist in recruitment of the veterinary nursing program and Murray State College.
14. Positive attitude toward college employees, students, clients, patients, work and self.
15. Alertness to keep self, staff and students safe from possible dangers.
16. Attitude of learning to keep up with changes in medicine and the standard of practice.
17. Clear thinking to perform procedures and to consistently exercise discretion and judgment.
18. Ability to communicate well.
19. Readiness to work as a team member.
20. Adaptability to stress.
21. Resilience after disappointments or criticism.
22. Thinking abilities and alertness must not be impaired by alcohol, street drugs or prescribed medications.
23. Ability to make rational and effective decisions.
24. Ability to be compassionate.
25. Ability to negotiate with difficult people and to solve difficult problems.
26. Ethical and legal responsibilities to keep information confidential pertaining to students, college, and medical information and business practices of the Murray State College Veterinary Nursing Teaching Hospital.
27. Respect and not criticize local humane societies, animal rights organizations, veterinary practices and veterinarians in any way.
28. Follow the Veterinary Technician's Code of Ethics.

Professional Growth

1. Attend state, regional and/or national continuing education seminars.
2. Network with veterinarians and technicians from other veterinary nursing/technology programs and clinical practices.
3. Attend and participate in graduation and convocation activities.
4. Participate in institutional effectiveness and accreditation activities.
5. Build relationships that contribute to a community of trust, integrity and collegiality.
6. Abide by all college and board policies and procedures and state and federal laws.
7. In extenuating circumstances involving health and safety, faculty may be asked to assume additional program specific responsibilities.

Other Ergonomic Requirements:

1. Physical requirements

- a. Bending, stooping, crouching, kneeling, sitting on the floor, standing, walking, pushing, pulling, lifting, restraining, stocking shelves, unpacking drug deliveries, emptying trash, exercising pets, grasping, reaching overhead, twisting throughout the day, balancing, squatting, grasping, rotating body, fine manipulation.
- b. Moving animals from cages to treatment tables to surgery to radiology and back; moving animals from recovery ward to other wards; caring for animals in isolation ward.
- c. Restraining animals up to 200 pounds intermittently.
- d. Lift animals up to 50 pounds.
- e. Lift, with help, animals over 50 pounds.
- f. Place pets on exam tables, treatment tables, surgical tables, radiology tables or in cages or move them from these areas.
- g. Repetitive motions.
- h. Restraining large, small and exotic animals.
- i. Grasping equipment.
- j. Having manual dexterity to place endotracheal tubes, draw blood and other duties requiring hand-eye coordination.
- k. Standing and walking on cement/tile flooring for up to 10 hours.
- l. Typing data into the computer.

2. Hearing requirements

- a. Listen to the internal organs of pets through a stethoscope.
- b. Communicate with instructors, students, clients, in laboratory rooms, classrooms, examination rooms, over the phone and in all areas of the hospital.
- c. Communicate over the phone with prospective students, consultants, outside laboratories and hear reports from staff members.
- d. Communicate with vendors.
- e. Listen for coughing, sneezing, vomiting, crying and thrashing of hospitalized patients.

3. Visual requirements

- a. Ability to conduct physical exams, perform treatments, take radiographs, perform procedures and assist in surgery.
- b. View specimens through a microscope.
- c. Read textbooks, reports, review medical records.
- d. Research materials.
- e. Enter data into the computer.
- f. View data on computer.
- g. File and retrieve files as necessary.
- h. Take weights, read thermometers, instruments and lab machines.
- i. Watch the behavior and progress of animals.
- j. Be able to see change of color, bleeding, urination and other bodily fluids.

Hours:

Monday–Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 noon (37.5-hour work week). The work hours are flexible and will be determined by the Program Chair. Other professional activities may be scheduled in accordance with college policy and in cooperation with the Department Chair and the Office of Academic Affairs.

Qualification Standards:

1. **Minimum Education:** Associate's Degree in Applied Science, Veterinary Nursing/Technology. Licensed as a Registered Veterinary Technician in the state of Oklahoma. Bachelor's degree in progress and willingness to complete. Bachelor's degree in Veterinary Nursing/Technology and a Veterinary Technician Specialty (VTS) or in progress of VTS is preferred.
2. **Minimum Experience:** Minimum of 3 years Large Animal and Small Animal clinical experience. Teaching and leadership experience at the college level is preferred.
3. **Professional Affiliations:** Oklahoma Veterinary Technician Association, National Association of Veterinary Technicians in America, Association of Veterinary Technician Educators—Upon employment.
4. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
5. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
6. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

Application Process:

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.