

Class Code: ..... 1290  
Position #: (PSA).... (E)  
Developed by: ...KAQ, GB  
Reviewed by: .....DLJ  
Approved by: .....LK  
Date: ..... 04/18

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Manager, Laboratory (Veterinary)  
**DIVISION:** Academic Affairs (Pharmacy) (Comparative Biology Resource Center)  
**REPORTS TO:** Principal Investigator  
**GRADE:** 10  
**SUPERVISES:** Research assistant, interns, graduate & undergraduate students

**BASIC FUNCTION:**

Perform complex research work with minimal supervision, including behavioral assays, animal handling and restraint, aseptic surgery and anesthesia, and animal end-point evaluation. Supervise day-to-day experimental activities, including training lab members in maintenance of detailed up-to-date laboratory notebooks, safe laboratory protocols, and cleanliness. Coordinate and manage laboratory staff / students. Provide veterinary technical support in a fast paced and dynamic environment with a variety of lab animals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Train and supervise lab staff in proper use of equipment and medical techniques, protocols for media/buffer prep, animal care and handling and other lab practices.

Perform complex research work with minimal supervision, including surgical preparation, pre-, peri-, and post-operative veterinary nursing procedures. Perform and assist in surgical procedures. Perform and assist with administration of inhalation anesthesia. Operate and maintain veterinary surgical equipment including, but not limited to: inhalation anesthesia machine, physiological monitoring equipment radiological/digital imaging equipment, cautery, supportive heating devices, ultrasonic cleaner, ultrasound imaging, and telemetry monitoring equipment. May also be involved in training individuals in proper use of anesthesia equipment, radiography equipment and other relevant research related equipment within Animal Care Facility and investigator laboratories.

Supervise day-to-day laboratory work of lab personnel. Train lab personnel in monitoring general health of animals and administering treatments under the direction of the veterinarian and the PI, preventative health care, euthanasia & necropsy, and collection of biological samples for analysis.

Enforce guidelines for lab sanitation and safety procedures. Responsible for lab safety training and emergency plans.

Ensure maintenance of stocks of lab consumables, medical supplies and hazardous materials appropriately.

Provide and train others to provide husbandry and technical services of laboratory animals in a humane, safe and sanitary manner using appropriate equipment and established procedures working in an animal facility, including Bio Safety Level 2.

Follow, and train lab staff to follow, all procedures necessary to maintain animal housing areas including room or facility personnel entry; use of personnel protective equipment (PPE), decontamination of all equipment and material moving into controlled areas.

Assess problems regarding general health issues and work with staff veterinarian to implement and administer treatment. Assist and train others to assist with restraint, handling and manipulation of various animal species as assigned by the PI or facility veterinarian. Log and dispose of animal carcasses according to SOPs when needed. Receive, inspect and house incoming animals when needed.

Comply with Animal Welfare Act regulations, The Guide for the Humane Care and Use of Laboratory Animals, animal care protocols and SOPs for the PI. Adhere to internal policies and EH&S policies; ABSL 1 and 2.

Participate, and train others to participate, in Animal Welfare enhancement through the environmental enrichment program, behavioral monitoring, and promotion of the 3 R s (Reduction, Refinement and Replacement).

Liaison with animal facilities, updating IACUC protocols and covering training activities as needed.

Respond as needed when emergency medical treatment is required. Assess immediate need and consult with veterinarian.

Supervise clinical record keeping and scheduling of ongoing research projects and experiments.

Work closely with Principal Investigators and the Attending Veterinarian.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

Perform animal husbandry duties, (i.e. maintaining quality and health of research animals, daily checks of animal health, providing appropriate food and water, performing cage changing and/or cage cleaning, and recording animal health concerns per SOP and/or specified protocols; etc.)

Comply with the United States Department of Agriculture Animal Welfare Act and associated Regulations and Standards, the Guide for the Care and Use of Laboratory Animals, Public Health Service Policy and standards, as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Certified veterinary technician (CVT). Laboratory equipment, personal computers and printers, word processing, Google mail, database and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position may require periodic lifting, sitting, standing, walking, bending, and the ability to perform mathematical calculations. The potential exists where there is exposure to unpleasant odors, chemicals, drugs, animal waste and the possibility of animal bites.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree and minimum of four years of veterinary technical support experience with research animals; Demonstrated surgical experience; Demonstrated knowledge of animal behavior and with regulations related to the use of animals in research; Demonstrated experience with record keeping methods and attention to detail; current Certified Veterinary Technician (CVT) license and maintain it in active status as a condition of employment; Demonstrated ability to work both independently and as a member of a team; Demonstrated ability to work in a fast paced environment and manage multiple priorities; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated computer experience; Demonstrated supervisory experience, and Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** AALAS Laboratory Animal Technician (LAT) and active membership in the Rhode Island Veterinary Technician Association.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**