

Veterinary Technician Utilization Skills Assessment

The skills assessment aims to align key stakeholders with duties the veterinary technician will perform under the direct or indirect supervision of the veterinarian in compliance with state law. To ensure a successful transition, the technician must be proficient in performing these tasks. As a result, the supervising doctors and leadership can trust that these duties will be performed safely and to a high standard of care.

The stakeholders to be included in the assessment are the technician(s) involved, supervising doctors, the medical leader, and the technician's supervisor or manager.

Step 1: Identify and Involve Stakeholders

- Which technician(s) will have expanded duties?
- Who should be involved in identifying duties to be expanded?
- Who should be involved in assessing needed skills?

Step 2: Identify Expanded Duties

- What duties (tasks/responsibilities) will the technician(s) be responsible for?
- What is the level of supervision required and available for these tasks?

Step 3: Identify Needed Skills

- What skills are required to fulfill these responsibilities?
- What is the technician's current proficiency in these skills?

Step 4: Skills Assessment

- Each stakeholder, including the technician, rates the technician's proficiency in each skill based on discussions and supervised demonstrations.
- Stakeholders align on the rating and identify where additional training is needed.
- As a reference, the NIH proficiency scale tool on the following page is a helpful guide.

Step 5: Training plan

- List the skills that require additional training
- Identify how and where the training will be completed
- Identify who is responsible for the training if completed in-house
- Identify a timeline for completion of training

Step 6: Follow up plan:

- Reassess the skill after training is completed

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NIH Proficiency Scale Tool

[NIH Proficiency Scale](#)

The NIH proficiency scale describes an individual's level of proficiency in a particular competency. It describes the degree to which an employee possesses a competency and is the same for all competencies. The scale ranges from proficiency levels 1-5:

NA - Not Applicable

1 - Fundamental Awareness (basic knowledge)

2 - Novice (limited experience)

3 - Intermediate (practical application)

4 - Advanced (applied theory)

5 - Expert (recognized authority)

1 - Fundamental Awareness (basic knowledge)

You have a common knowledge or an understanding of basic techniques and concepts.

- The focus on learning

2 - Novice (limited experience)

You have the level of experience gained in a classroom and/or experimental scenarios or as a trainee on the job. You are expected to need help when performing this skill.

- The focus on developing through on-the-job experience
- You understand and can discuss terminology, concepts, principles, and issues related to this competency
- You utilize the full range of reference and resource materials in this competency

3 - Intermediate (practical application)

You can successfully complete tasks using this competency as requested. Help from an expert may be required from time to time, but you can usually perform the skill independently.

- The focus is on applying and enhancing knowledge or skill
- You have applied this competency to situations occasionally while needing minimal guidance to perform successfully
- You understand and can discuss the application and implications of changes to processes, policies, and procedures in this area

4 - Advanced (applied theory)

You can perform the actions associated with this skill without assistance. Moreover, you are certainly recognized within your immediate organization as "a person to ask" when difficult questions arise about this skill.

- The focus is on broad organizational/professional issues
- You have consistently provided practical/relevant ideas and perspectives on process or practice improvements that may easily be implemented
- You are capable of coaching others in the application of this competency by translating complex nuances relating to this competency into easy-to-understand terms
- You participate in senior-level discussions regarding this competency

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- You assist in the development of reference and resource materials in this competency

5 - Expert (recognized authority)

You are known as an expert in this area. You can provide guidance, troubleshoot, and answer questions related to this area of expertise and the field where the skill is used.

- Focus is strategic
- You have demonstrated consistent excellence in applying this competency across multiple projects and/or organizations
- You are considered the “go-to” person in this area within NIH and/or outside organizations
- You create new applications for and/or lead the development of reference and resource materials for this competency
- You can diagram or explain the relevant process elements, organizational issues, and trends in sufficient detail during discussions and presentations to foster a greater understanding among internal and external colleagues and constituents