



RVTTC Representative to: AAVSB VTNE Committee

Position: One of two representatives on the AAVSB VTNE Committee from RVTTC. The VTNE Committee shall be responsible for the development and administration of the Veterinary Technician National Examination (VTNE) and other related tasks as assigned by the AAVSB Board of Directors. See AAVSB Role & Responsibilities document attached.

Term: Eligible for two terms with each term being three years in length, but recommends that in certain circumstances, appointment to a third term may be necessary.

Overview: The overall role of the AAVSB Veterinary Technician National Examination (VTNE) Committee is the review and continued upkeep of the VTNE, which assesses the minimum competency of entry-level veterinary technicians for regulatory boards and other credentialing agencies.

As a RVTTC Representative to AAVSB VTNE Committee this is a key role in communication between RVTTC and AAVSB.

Qualifications:

- This person is appointed by the RVTTC Board of Directors using the following criteria:
 - RVT member in good standing with RVTTC Provincial Association Member
 - Minimum 3 years of experience as a Registered Veterinary Technologist/Technician
 - Proficient professional communication skills – in person, teleconference meetings, report writing and communications by email.
 - Must have a valid passport and be able and available to travel to AASVB bi-annual meeting in U.S.A.
 - Recommend previous VT educator experience or familiarity with VT education process

Responsibilities include:

- Attend and participate in a professional manner representing RVTs in all AAVSB VTNE Committee activities
- See document: AAVSB VTNE Committee General Information on Roles and Responsibilities
- Maintain regular communications with RVTTC Executive Director and Board of Directors to share information in a positive and professional manner.
 - Provide reports from AAVSB functions to RVTTC BOD meetings
 - Provide reports to AAVSB from RVTTC (with support from RVTTC ED)

Financial Responsibility: AAVSB is responsible for travel expenses to attend AAVSB VTNE Committee meetings.

Ability/support from employer to take time away from work to attend.

Updated: August 2020



AAVSB VTNE Committee

General Information on Roles and Responsibilities

OVERVIEW

The overall role of the Veterinary Technician National Examination (VTNE) Committee is the review and continued upkeep of the VTNE, which assesses the minimum competency of entry-level veterinary technicians for regulatory boards and other credentialing agencies.

ANTICIPATED TIME COMMITMENT is approximately 80 hours per year (per member)

| | |
|---|---------------|
| Conference calls preparation and participation | 2 hours/year |
| Examination development workshops (online and in-person) | 74 hours/year |
| In-person meeting at the Annual Meeting preparation and participation | 4 hours/year |
| Committee Chair has additional time commitment | varies |

Travel time is in addition to the above

COMMITTEE CHARGE

In addition to the requirements set out in the Bylaws, the following is the charge of the VTNE Committee as directed by the AAVSB Board of Directors.

Consistent with its mission, the AAVSB Board of Directors charges the VTNE Committee with the review and continued upkeep of the Veterinary Technician National Examination, which assesses the minimum competency of entry-level veterinary technicians for the regulatory boards and other credentialing agencies.

The Board of Directors anticipates that the VTNE Committee will review AAVSB's mission and Bylaws and make recommendations to the Board of Directors concerning:

1. input to AAVSB about the content of the VTNE
2. item-writing protocols
3. the score reporting forms distributed to boards and agencies administering the VTNE
4. the language and format of the application and website materials about the VTNE Committee and VTNE
5. promotional aspects of the VTNE program

COMMITTEE MEMBER RESPONSIBILITIES

- Support AAVSB's mission, services, policies and programs and be responsible for the development and administration of the VTNE.
- Adhere to the VTNE Participant Agreement between the "Participant" and the American Association of Veterinary State Boards (AAVSB) maintaining confidentiality of the VTNE and all other applicable association policies to include the AAVSB's technology protocols.
- Serve as an advocate of the VTNE with all veterinary licensing boards, regulatory agencies, veterinary technician associations, veterinary technician schools, and general public.
- Provide subject matter expertise while maintaining current standards of the veterinary technician profession in the continued development of the VTNE.

- Review the VTNE and provide input to AAVSB about the content of the VTNE.
- Review VTNE item-writing protocols and participate in multiple Item Writer/Reviewer and Test Construction/Development Workshops both in-person and online.
- Review and make recommendations on score reporting forms distributed to boards and agencies administering the VTNE.
- Review the language and format of the application and website materials about the VTNE and Committee.
- Review current promotional aspects of the VTNE program and make recommendations for continued development of the VTNE.
- Participate and attend all Committee meetings and functions as scheduled during the term including conference calls and AAVSB Annual Meeting in September.

COMMITTEE CHAIR RESPONSIBILITIES

- Facilitate all Committee meetings and functions and guide, mediate and stimulate Committee discussion. Make sure matters are dealt with in an orderly, efficient matter to include keeping discussions on track and seeking consensus. Committee meetings include regular conference calls and the in-person meeting in September (in conjunction with the Annual Meeting).
- Create meeting agendas in collaboration with the AAVSB staff
- Create VTNE presentations in collaboration with AAVSB staff for the AAVSB Annual Meeting and AVTE Biennial Symposium
- Review VTNE final exam forms (450 test and 100 pre-test questions) prior to administration
- Review any issues with VTNE questions post-administration
- Review and correspond to candidates who have challenged their exam results
- Serve as an advocate of the VTNE with all veterinary licensing boards, regulatory agencies, veterinary technician associations, veterinary technician schools and educators, and general public
- Provide subject matter expertise and maintain an increased awareness of changes and developments with the veterinary technology profession Review Item Writer applications for approval
- Review VTNE item-writing protocols and participate in multiple Item Writer/Reviewer and Test Form Construction/Development Workshops both in-person and online
- Act as a liaison to the AVTE and respond to questions via the listserv application
- Correspond to the AAVSB Board of Directors on VTNE Committee recommendations and annual report
- Perform miscellaneous duties as requested by the AAVSB Board of Directors and the AAVSB Staff
- Mentor Committee Chair-elect in final year of Committee Chair's term.

MEMBERSHIP GUIDELINES

If a member of the VTNE Committee is nominated and elected to the AAVSB Board of Directors, this person must resign their position from the Committee. The President, upon approval of the Board

of Directors, shall appoint a person to fill the vacated Committee position and the appointee shall serve the balance of the term.

The VTNE Committee has recommended guidelines in that members are eligible for two terms with each term being three years in length, but recommends that in certain circumstances, appointment to a third term may be necessary. In the event of a vacancy, a new member may be eligible to complete the unexpired term and then serve two full terms. The term for the Committee Chair is three years in length. A Committee Chair-elect will serve a one-year term in the final year of the current Committee Chair's term prior to serving as Committee Chair.

The VTNE Committee has recommended the following membership guidelines per the Committee composition structure stated in the AAVSB Bylaws. At least one member of the Committee should be a Canadian veterinarian.

- At least four members at large filled by the AAVSB from candidates recommended by Member Boards with preference to veterinarians who either employ or supervise one or more graduate veterinary technicians. The preferred qualifications for these positions are below.
 - One veterinarian representing private small animal clinical practice
 - One veterinarian representing small animal clinical science
 - One veterinarian representing private large animal clinical practice
 - One veterinarian representing large animal clinical science
- Two members recommended by the Association of Veterinary Technician Educators (AVTE) with the following preferred qualifications.
 - One technician who is a veterinary technician educator
 - One veterinarian who is a veterinary technician educator
- Two members recommended by the National Association for Veterinary Technicians in America (NAVTA) with the following preferred qualifications.
 - One technician representing private small animal clinical practice
 - One technician representing private large animal clinical practice
- Two members recommended by the Registered Veterinary Technologists and Technicians of Canada (RVTTC) with the following preferred qualifications.
 - Two registered veterinary technicians
- Two members recommended by the AVMA Committee on Veterinary Technician Education and Activities (CVTEA) with the following preferred qualifications.
 - Technicians or veterinarians

BYLAWS SPECIFICATIONS (Article X, Section 4)

The AAVSB Bylaws prescribe the role, number of members, method of appointment, composition and terms of office of the VTNE Committee which are described below.

Role

The VTNE Committee shall be responsible for the development and administration of the Veterinary Technician National Examination (VTNE) and other related tasks as assigned by the Board of Directors.

Number of Members: *At least 12 members.*

Method of Appointment and Composition

The President shall appoint with the approval from the Board of Directors members of the VTNE Committee taking into consideration the need for diverse representation, expertise and continuity. The composition of the VTNE Committee shall be as follows:

Four members at large,

Two members recommended by the Association of Veterinary Technician Educators (AVTE),

Two members recommended by the National Association for Veterinary Technicians in America (NAVTA),

Two members recommended by the Registered Veterinary Technologists and Technicians of Canada (RVTTC), and

Two members recommended by the AVMA's Committee on Veterinary Technician Education and Activities (CVTEA).

In order to provide diversity and expertise, the members of the VTNE Committee need not be members of Member Boards or Affiliate Members of AAVSB.

Terms of Office

The President determines the tenure of the members of the Committee.

Reviewed and approved by the AAVSB Board of Directors on June 26, 2011; revised and approved by the AAVSB Board of Directors on June 22, 2013; revised and approved by the AAVSB Board of Directors on June 17, 2016; revised per Bylaws change approved on September 24, 2016; revised per Bylaws change approved on September 16, 2017; revised and approved by the AAVSB Board of Directors on June 14, 2019.