



CVTEA Site Team Member

HOW TO HELP THE FUTURE OF VETERINARY TECHNOLOGY IN ONLY 2 DAYS

HOW? By becoming a part of an accreditation site team of the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) and attending an accreditation site visit.

The AVMA CVTEA is looking for Site Team Members and this is what it takes to be one.

WHAT DO I NEED TO DO?

Tremendous responsibility accompanies the authority of CVTEA Site Team members. Site visit teams are fact-finding bodies. The purpose of the Site Team Member is to visit a veterinary technology program to assess the program's ability to meet the CVTEA Standards of Accreditation.

- Attend a 2-day site visit (If scheduling does not permit, the exit interviews on the last day are optional). The objective of a site visit is to verify and supplement information presented in the self-study report.
- Carefully review the self-study and other submitted materials so that you will have a basic understanding of the program and its operation including the program's self-study report (approximately 100 pages) and the AVMA CVTEA Site Team Manual (24 pages).
- Be actively engaged in the discussions with program personnel and other site team members.
- Reveal any conflicts of interest (real or perceived) with programs being accredited (*see below section on Conflict of Interest*).
- Be on time for all functions.
- Wear your identification badge at all times.
- Have a neat and professional appearance. Dress is business or business casual attire. Clothing must not be revealing.
- Submit expense reports in a timely manner (if necessary).
- Contact AVMA staff with any programmatic or organizational concerns.
- Willingness to sign the confidentiality form and abide by all confidentiality policies.
- Following the site visit, review a draft Report of Evaluation (ROE) for factual content.

A site team member represents one of the following categories:

1. The public
2. Veterinary technicians
3. Veterinarian who is preferable a member of the state/local veterinary medical association

What Qualifications Does an Awesome Site Team Member Posses?

- A concerned interest in veterinary technician education.
- Demonstrated skill in written and oral communication including evaluating, interviewing, negotiating, and investigating.
- Access to email and proficiency with Microsoft software applications.
- Sensitivity and the ability to appreciate points of view of other site team members.
- Ability to listen and relate well to program personnel.
- Be unbiased and without any personal agendas in the assessment of the program.
- Have an open mind and a positive attitude.

Length of Commitment

Approximately 6-8 hours to read submitted materials and two days of an on-site visit.

Training and Orientation

The Site Team Chair will conduct an orientation the first day and first hour of the site visit. During this orientation the Site Team Chair will provide an overview of the agenda and provide guidance on how to proceed with the site visit.

Benefits

- Opportunity to improve the quality of veterinary technician education
- Develop and practice interpersonal communication and leadership skills
- Participation in organized veterinary medicine
- Opportunity to help assure students achieve their goal of working in veterinary medicine by receiving an education that meets the Standards of Accreditation

Note: Stipends are not paid; however, eligible expenses are reimbursable.

Supervision

The CVTEA Site Team Chair will serve as the lead of the site team. AVMA staff provides support to the site team.

Conflict Of Interest

To serve on a site team, volunteers or their immediate family (parent, spouse, siblings) must not have the following conflicts of interest:

- Be a graduate from the institution being evaluated.
- Past or present employment by the institution or program being evaluated.
- Service as a consultant for the institution/program being evaluated.
- Membership on the advisory committee of the program being evaluated.
- Other potential conflicts of interest.

Volunteer candidates may contact AVMA staff for clarification of any concerns. If conflicts of interest are revealed to the entire team, and if it is agreed that the site team member will be unbiased in evaluating the program, it may be acceptable to allow the individual to remain on the site team.

WHY IS THIS IMPORTANT?

Because... The profession needs educated, qualified veterinary technicians as an integral part of the veterinary health care team!

Because... Programs designed to educate entry-level veterinary technicians must be accountable to offering a quality education that meets Standards of Accreditation established by the AVMA CVTEA!

Because... It gives back to your community!

Because... It helps people fulfill their dreams!