

Job title: Veterinary Technician

FLSA status: Nonexempt

Reports to: Practice Manager

Job Description: Perform all duties of a Veterinary Technician including patient care and client relations.

The Veterinary Technician is under the direct guidance and supervision of the doctor(s), head technician and practice manager. The employee is required to assist the doctors to the fullest possible extent, to help improve the quality of care given to the patients and to aid the doctors in achieving greater efficiency by relieving them of technical work and administrative detail. Veterinary technicians report directly to the Head Technician.

Qualifications required:

- Minimum of High School diploma or equivalent required
- Minimum 6 months experience working as a veterinary technician

Qualifications desired:

- College education
- Veterinary Technician Certification (CVT,LVT)
- Experience working in an AAHA accredited veterinary hospital

Essential Functions:

- **In-Patient Medical Care-** give medications, assist or perform treatments, diagnostics & monitoring, place IV catheters, draw blood, run lab tests, administer IV fluids, cleaning, feeding, animal restraint, and walking patients as needed

- **Anesthesia** induction, maintenance, monitoring, & recovery of patients, clean / maintain anesthesia equipment
- **Surgery**- Surgical prep, doctor assistance, clean, sterilize, and maintain all surgical instruments and OR equipment
- **Dentistry**- Provide patient dental care, ultrasonic cleaning and polishing, assist doctor with dental surgery, take dental radiographs
- **Radiology** (including dental imaging)- positioning patients and taking radiographs, submitting for consults
- **Laboratory duties**- collecting, preparing, & running or submitting samples for requested tests; reading and recording results when indicated (fecal, urine, ear cytology etc.) when requested by the doctor
- **Preparing invoices**, discharge instructions, and client information packs
- **Client communication**- give patient updates, discharge instructions, and provide follow-up for certain hospital patients
- **Client medical demonstrations / education**
- **Technician appointments**- blood draws for therapeutic monitoring / screening tests, bandage changes, post-op checks, suture removals, anal glands, nail trims, animal restraint
- **Clinic technician**- assisting doctor with outpatient appointments, animal restraint, preparing, restocking, cleaning exam room, check patients in and out, take history and vitals, input data into patient medical record, ensure a smooth and timely flow of outpatient appointments from the check-in to the discharge
- **Assist with reception / front desk** duties as needed- answering phones, booking appointments, admit / discharge patients
- **Preparing prescriptions**, dispensed medications & medication refills
- **Controlled Drug log**, draw up medication and record them in a controlled substance log daily according to AHAA guidelines
- **AAHA guidelines**, all duties are performed under the guidelines of the American Animal Hospital Association and all policies and procedures will be performed in accordance

Personal Requirements:

- Must be a minimum of 18 years of age
- Must be able to stay calm and decisive in stressful situations such as a medical crisis
- Has excellent client communication skills
- Is a team player and works well will with all hospital team members

Physical Requirements:

- Required to lift and carry animals (will be assisted with carrying animals over 40 pounds)
- Walks and stands for extended periods of time
- Works in a crouched or bent position frequently
- May be exposed to unpleasant odors/noises
- Must be comfortable around blood, animal feces, and urine
- May be exposed to bites, scratches, and contagious diseases
- Must be comfortable around all species of pets including dogs, cats, birds, reptiles, and small animals

Performance standards:

- The first 90 days will be considered a trial period for both employee and employer. An informal review will take place after 90 days
- Annual performance appraisals
- Attainment of annual goals established by supervisor and incumbent

Hours:

Hours are based on a 5 day work week with the hours of the day worked mutually negotiable but would fall within the limits of 7am – 6pm, Monday through Friday and 8am-1pm on Saturdays.

Wage:

This is an hourly position. Paychecks are distributed electronically weekly via direct deposit.

Additional Information:

Refer to the Employee Handbook for hospital policies and procedures.

General sign-off: The employee is expected to adhere to all company policies while employed.

I have read and understand this explanation and job description:

Signature: _____ Date: _____