

VETERINARY TECHNICIAN

- JOB DESCRIPTION -

INTRODUCTION

Veterinary Technicians are under the direct guidance and supervision of the doctor(s). Incumbents of this position are required to assist the practitioners to the fullest possible extent, to help improve the quality of care given to the patients of Newberry Animal Hospital and to aid the practitioners in achieving greater efficiency by relieving them of technical work and administrative detail. In addition to the doctor(s), veterinary technicians report directly to the Lead technician or Hospital manager.

MAJOR DUTIES

- Prepare for office hours by stocking drawers in exam rooms and treatment area, drawing up vaccines, setting up syringes and assuring that drugs and equipment are ready for use. Provide restraint of pets for examination and treatment by the veterinarian. Prepare medications (both injections and dispensed medications) for outpatient, hospitalization and surgical cases.
- Ensure a smooth and timely flow of outpatient appointments from the check-in to the discharge. Be mindful of the wait timers. Obtain an informative patient history; including weight, temperature, and heart rate on the patient.
- Surgical technicians will help doctors administer anesthetics; place IV catheters, prepare patients for surgery; monitor patients during surgery and recovery; assist in surgery; administer fluids; perform support therapy to patients in surgery and post-op; remove and ready the next patient.
- Properly clean, pack and autoclave all surgical materials after they are used. Keep the operating room properly stocked and prepared for surgery.
- Perform clinical laboratory procedures such as fecal flotation exams, heartworm examinations, skin scrapings, urinalysis, DTM cultures and draw blood for laboratory analysis. Prepare samples for shipment to the laboratory and prepare laboratory requisition forms. Perform other in-house tests such as parvo virus tests, CPLi snap tests, electrolyte analysis and FeLV/FIV combo tests. Record lab results in the patient's history.
- Take and process all radiographs. After the doctor has reviewed and interpreted the radiographs make sure they are saved appropriately in the computer. Be familiar with e-mailing radiographs to specialists.
- Perform in-clinic procedures such as deworming, record patient weights and temperatures, record observations on patient status such as nature and amount of vomitus, bowel movements, and urination. These procedures may include, but will not be limited to performing ear cleanings, enemas and dental prophylaxis for dogs and cats. Monitor vital signs on all patients, if a patient is in distress, notify a doctor immediately. Aid in the restraint and treatment of these patients as needed.
- Assist kennel personnel in keeping patients clean and dry at all times. Ensuring that all patients are clean, comfortable and well kept is the responsibility of the entire healthcare team, especially the technical departments.
- Admit and discharge patients on the doctor's orders, being especially careful to ensure that patients being discharged are well-groomed and in a medically appropriate state. Answer client questions one-on-one on various aspects of

animal care up to, but not including, controversial items and/or those best left to the veterinarians. Pass on information/advice from the practitioners; explain dosage/purpose of medications; reinforce through discussion the proper care and procedures that should be followed at home. Inform the client when they should return for the patient's medical progress examination.

- Conduct surgical call backs with clients concerning surgical patients; recommend additional visits if the patient's progress does not appear satisfactory.
- Assist the receptionist when necessary and assume their duties during one's absence if and when needed. Assist with answering phones and coverage over the lunch hour.
- Complete monthly cleaning lists and participate in delegation tasks.
- Maintain an appropriate inventory of all supplies as dictated by the inventory control system. Inform appropriate members of management as needed about items that need to be ordered. Can also post items on the "want /need list". Make sure all products and literature are identified with labels. Keep abreast of over-the-counter products and their usage such as flea control and skin products, vitamins, and pet foods. Also understand usage and recommendations for such prescription drugs as heartworm preventative and prescription flea control products.

CONTROLS OVER WORK

The practitioners provide continuing or individual assignments indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of assignments. The practitioners provide additional, specific instructions for new, difficult or unusual assignments in animal health care, including suggested work methods or advice on source materials available. The Veterinary Technician uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the practitioner for decision or help. The practitioners assure that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments, if the technician has not previously performed similar assignments. Administrative supervision may be provided by the office manager or practice owner.

ADVANCEMENT

Veterinary Technicians in this practice will be taught and trained to the limits of their potential. If, during training, an individual shows interest in a specific field, such as radiology or anesthesiology, continuing education in that field will be encouraged. Such encouragement may be in the form of a subsidy for taking outside courses or formal training given in the practice.

OTHER SIGNIFICANT FACTS

Skill and Knowledge:

- Knowledge of the procedures used for receiving, treating, and scheduling patients, for ordering medical supplies, and requesting laboratory tests.
- Knowledge of the use, care, and storage of veterinary instruments, materials, and equipment.
- Knowledge of sterilization techniques to sterilize various instruments and materials.

- Knowledge of the instruments, materials, and standardized procedures used in the full variety of treatments to make preparations and provide “tableside” assistance.

PHYSICAL EFFORT

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to bend, stand, stoop, walk, sit, talk, and listen; may be required to walk or stand for long periods of time; will use hands to manipulate, handle, or feel; will reach with hands and arms. The employee is often required to lift and carry animals weighing fifty pounds or more; handle dogs weighing up to 125 lbs.

WORK ENVIRONMENT

While performing the duties of this job, the employee is exposed to hazards associated with aggressive patients; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases. Regular and predictable attendance is an essential function of this position, otherwise it may cause an undue hardship on the company.