

JOB DESCRIPTION
VETERINARY TECHNICIAN

REPORTS TO: Practice Owner

POSITION OVERVIEW

The veterinary technician is the veterinarian's primary medical support. They begin the examination procedure and continue to assist the doctor throughout the examination, diagnosis and treatment phases. They aide the veterinarians in achieving greater efficiency by relieving them of technical work and administrative detail. They have a very significant role in communicating with and education clients about their pets. Veterinary technicians must have a broad knowledge of animal science, medicine, and husbandry, including a basic knowledge of pharmacology and sufficient mathematical skills to ensure the administration of accurate drug and fluid doses. They must be able to successfully restrain animals, complete clinical laboratory tests, use multiple radiology techniques, administer and monitor animals under anesthesia, assist in surgery, and perform dental procedures. Technicians must also deliver compassionate nursing care.

QUALIFICATIONS / REQUIREMENTS

EDUCATION AND LICENSURE REQUIREMENTS

- High school diploma or equivalent
- Veterinary Technician Certification (CVT) desirable but not required.
- Previous On-The-Job Training desirable when not a CVT.

EXPERIENCE REQUIREMENTS

- Minimum two years of experience as veterinary technician or assistant.

PERSONAL REQUIREMENTS

- Minimum of 18 years old.
- Genuinely enjoys working with animals and is able to deal with them even when they are stressed, ill or in pain.
- Can stay calm and efficient during a medical crisis.
- Is well spoken and approaches his/her job duties in a mature nature.
- Is experienced in the teamwork approach and works well with all levels of hospital team members.
- Has excellent client communication skills.
- **Physical Effort**: Work requires lifting and carrying animals (will be assisted by other staff members in lifting animals over 40 lbs). Walks or stands for extended periods or time; frequently works in a bent position.
- **Working conditions**: May be exposed to unpleasant odors, noises and animal feces. May be exposed to bites, scratches and contagious diseases.

WAGE RANGE

The range for the position is \$13.00 per hour to \$20.00 per hour.
Benefits are outlined in the employee manual and are separate from the hourly wage.

PERFORMANCE EXPECTATIONS

- Can provide compassionate care to patients and clients.
- Can conduct oneself in a confident and professional manner even when stressed and/or focused on individual tasks.
- Can legibly keep accurate medical records in accordance with hospital policy.
- Can prepare and maintain the exam rooms and treatment areas.
- Can perform physical assessments; record observations legibly in files or computer.
- Can effectively restrain pets even when large or difficult.
- Understands all common vaccinations and vaccination protocols and can explain to clients.
- Understands the importance of a clean and orderly facility, does not hesitate to clean or organize as part of a normal job duty.
- Train and supervise kennel staff. Provide them with a checklist for cleaning the entire building to ensure it's completely cleaned periodically.
- Direct on-the-job training of technical and kennel staff.
- Maintains positive, cooperative relationships with other employees.
- Gives SQ, IM and IV injections.
- Can handle client's medical questions with confidence and direct to veterinarians when appropriate.
- Can prepare estimates/treatment plans for procedures and discuss financial commitments with clients supporting hospital financial policies.
- Can explain necessary follow-up and homecare instructions.
- Understands usage, dosage, and common side effects for commonly used prescription drugs and can readily explain them to the clients.
- Can maintain an appropriate inventory of all medical supplies as determined by the inventory control system.
- Can assist the veterinarian in medical, surgical and dental procedures; prepares patients for surgery; administers anesthesia; monitors patients during surgery and recovery; administers fluids.
- Can properly care for all surgical materials; keep the operating room properly stocked and prepared for surgery.
- Can perform emergency procedures such as control of bleeding, resuscitation with oxygen, opening airways, and external cardiac massage.
- Can perform clinical laboratory procedures such as fecal flotation exams, heartworm checks, skin scrapings, urinalysis, and fungal cultures; draws blood for laboratory analysis; maintains file of lab test results and ensures that test results are recorded in patient records.
- Can effectively position for and take radiographs.
- Can perform electrocardiograms.

- Can place IV catheters and properly care for them. Understands the use and care of IV pumps as well.
- Knows common disease states and can alert veterinarians when symptoms change or when concerns arise with hospitalized patients.
- Can admit patients following hospital policy and doctors written orders.
- Can discharge patients based on the veterinarian's orders, ensuring that patients are well groomed and in a medically appropriate state.