

VETERINARY TECHNICIAN JOB DESCRIPTION

Employer: Julington Creek Animal Hospital

Job Title: Veterinary Technician

Work schedule [Hours/day, including overtime]: Varies. Based on business need.

Days/Week: Approx. 5

Flexible work schedule required.

Some weekend/holiday work required.

INTRODUCTION

Veterinary technicians are under the direct guidance and supervision of the doctor, their team leader and the practice manager. 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 Julington Creek Animal Hospital and to aid the practitioners in achieving greater efficiency by relieving them of technical work and administrative detail. The veterinary technicians are a part of a larger team that comprises all employees. Therefore, they should assist any doctor, manager, supervisor, or any other area, as needed.

MAJOR DUTIES

- Prepare for office hours by ensuring exam rooms and treatment room have sufficient supplies for the day, by drawing up vaccines, setting up syringes, and assuring that drugs and equipment are ready. Provide restraint of pets for examination and treatment by veterinarian. Prepare medications (both injections and dispensed medications) for both outpatients and inpatients.
- Help the doctor treat patients; assist in medical or surgical procedures such as irrigating and cleansing wounds, administering medications, and bandaging. Perform the full range of "tableside" assistance to the practitioners.
- Perform in-clinic dewormings, record patient weights and temperatures, record observations on patient status such as nature and amount of vomit, bowel movements, and urinations. Perform ear flushing and plucking, dental prophylaxis for dogs and cats. Monitor vital signs on all patients. Aid in restraint and treatment of many animals.
- Perform clinical laboratory procedures such as fecal exams, heartworm tests, skin scrapings, urinalysis, fungal cultures, and draw blood for laboratory analysis. Prepare samples for shipment to laboratory and prepare laboratory forms. Perform other in-house tests such as parvo virus tests, pancreatitis tests, and feline leukemia/fiv tests. Ensure patient records have test results recorded in them.
- Provide Tender Loving Care and comfort to hospitalized animals.
- Observe animal appearance and activity for general physical condition, obvious signs of illness, disease and discontent.
- Thoroughly clean and disinfect kennels as often as is necessary (i.e. to ensure no cages or kennels are soiled and odors are not apparent).
- Keep patients clean and dry at all times.
- Assist with the feeding, watering and walking of pets in our care. Provide medication as directed.
- Maintain appropriate workflow documents (ICU sheets, treatment records) & chart documentation.

- Help doctor administer anesthetics; 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 next patient.
- Take and process all radiographs.
- 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. Call back/follow-up with clients concerning certain patients; recommend additional visit if patient's progress does not appear satisfactory.
- Understand usage and recommendations for such prescription drugs as heartworm preventative and prescription flea control products.
- Perform general housekeeping duties to ensure the hospital and treatment areas are "client ready."
- Follow all safety procedures and guidelines.
- Demonstrate good dependability.
- Demonstrate initiative in all areas of performance.

CONTROLS OVER WORK

The practitioners or team leader 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 Animal Health 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.

OTHER SIGNIFICANT FACTS

Skill and Knowledge:

- Knowledge of the procedures used for receiving and treating patients and for performing in-house tests and requesting laboratory tests.
- Knowledge and use of radiograph equipment
- 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.

Description of Job/Tasks: Veterinary technicians are under the direct guidance and supervision of the doctor, their team leader and the practice manager. 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 Julington Creek Animal Hospital and to aid the practitioners in achieving greater efficiency by relieving them of technical work and administrative detail. They are also responsible for the care and cleanliness of hospitalized patients (inpatient and outpatient) and

the cleanliness of the facility. Additionally, they should assist any doctor, manager, supervisor, or any other area, as needed.

Essential functions: [narrative summary] Obtain biological samples (blood, feces, urine, etc.) from pets; assist veterinarians and co-workers with procedures and treatments (includes restraining pets); clean and disinfect work areas; provide care needs for hospitalized pets (food, water, medications, exercise/relief, cage/kennel cleaning) remain alert to details of animal (primarily canine & feline) body language and postures to recognize threats of flight or aggression; respond and move quickly to avoid injury or restrain a pet.

Non-essential functions: [narrative summary] Laundry; wash dishes; break down boxes; take out trash; clean and wipe garbage cans, sweep and mop facility.

1. Check frequency and number of hours the employee does the following tasks, based on a 7-8 hr day (9-10 hr day differentiation indicated in red):

	Frequency			Number of hours per day								
	Cont.	Inter.	<1	1	2	3	4	5	6	7	8	>8
Sit		X	X									
Walk		X					X	X				
Stand		X		X	X							
Bend*		X	X	X								
Squat		X	X									
Climb		X	X									
Kneel		X	X									
Twist		XX	X									

*varies

2. a. Hand manipulation required? NO ___ YES __Y__ (if Y, complete b,c,d,e)

b. Simple Grasping RIGHT Y __X__ N ___ LEFT Y __X__ N ___

c. Power Grasping RIGHT Y __X__ N ___ LEFT Y __X__ N ___

d. Pushing/Pulling RIGHT Y __X__ N ___ LEFT Y __X__ N ___

e. Fine Manipulation RIGHT Y __X__ N ___ LEFT Y __X__ N ___

Keying – [estimated average number of keystrokes per hour, or minutes spent typing per hour]: 15 minutes/hr

3. a. Does job require employee to reach or work above the shoulder? (N,R,O,F,C)

NO ___ YES __X__ Frequency ___R___

b. Reaching at or below shoulder level? (N,R,O,F,C)

NO ___ YES __X__ Frequency: __O___

4. Does job require use of feet to operate foot controls for repetitive movement? (N,R,O,F,C)

NO __X__ YES ___ Frequency _____

5. Are there special visual or auditory requirements? (N,R,O,F,C)

NO ___ YES X Frequency O

Description: Use vision and auditory acuity to check physical status of pets (breathing, mucous membranes) and monitor for signs of distress.

6. Lifting and Carrying Demands

Weight	Lift Frequency (N,R,O,F,C)*	Carry Frequency (N,R,O,F,C)*
< 10 Lbs.	F	F
11-25 Lbs.	F	F
26-50 Lbs	F	F
51-75 Lbs	O	O
76-100 Lbs	R	R
100+ Lbs	R	R

Longest distance carried: 75 ft. Heaviest item carried, and how far: 160lbs (rarely and with assistance)

- 7. Driving cars, trucks, forklifts, moving equipment? YES ___ NO X
- 8. Working near hazardous equipment and machinery? YES X NO ___
- 9. Walking on uneven ground? YES X NO ___
- 10. Exposure to dust, gas or fumes? YES X NO ___
- 11. Exposure to noise? YES X NO ___
- 12. Exposure to extremes in temperature or humidity? YES X NO ___
- 13. Work at heights? YES ___ NO X

N = Never, R = Rare (< 1 hr.), O = Occasionally (1-3 hrs.), F = Frequently (4-6 hrs.), C = Continuous (>6 hrs), I = Intermittently

Comments: _____

