

Barnes Lake Veterinary Center

Job Description: Veterinary Technician

Reports To: Practice Manager

Wage Range: \$14 - \$20 for this position. Other benefits as outlined in the employee manual are separate from the hourly wage.

Position Overview:

The veterinary technician is the veterinarian's primary medical support. They begin the examination procedure and assist the doctor throughout the exam, diagnosis and treatment phases. They will aid the veterinarian in achieving greater efficiency by relieving them of technical work and administrative detail. They have a very significant role in communicating with and educating clients about their pets.

Qualifications / Education / Experience:

- High school diploma or equivalent is required
- Registered Vet Tech or Certified Vet Tech (RVT or CVT) / 1 year of experience preferred
- A veterinary assistant (VA) with 2 years of experience may be considered

Personal Requirements:

- Minimum of 18 years old
- Genuinely enjoys working with animals
- Is able to deal with the patients even when they are stressed, ill or in pain
- Can stay calm and efficient during a medical crisis
- Is well-spoken and approaches the job duties in a mature manner
- Is experienced in the teamwork approach/works well with all levels of team members
- Has excellent client and communications skills
- Is able to lift, carry and restrain animals under 40 lbs.
- Is able to assist other staff members lift, carry and restrain animals over 40 lbs.
- Walk and/or stand for extended periods of time; frequently in a bent position
- Endure exposure to unpleasant odors, noises and all animal excretions
- Understand you may be exposed to bites, scratches and contagious diseases

Performance Expectations:

- Provide compassionate care to patients and clients
- Act in a confident and professional manner even when stressed/focused on a task
- Keep accurate medical records in accordance with hospital policy
- Prepare and maintain exam rooms and treatment areas in accordance with hospital policy

- Perform physical assessments, record observations legibly in files on a computer
- Give SQ, IM and IV injections
- Effectively restrain pets even when large and/or difficult
- Understand all common vaccinations, vaccination protocols and be able to explain to clients
- Understand usage, dosage, and common side-effects for commonly used prescription drugs and be able to explain them to clients
- Know common disease states and alert veterinarians when symptoms change or when concerns arise with hospitalized patients
- Handle client's medical questions with confidence and direct to veterinarian when required
- Prepare estimates for procedures and discuss financial commitments with clients according to hospital financial policies
- Explain necessary follow-up and homecare instructions
- Admit or discharge patients based on hospital policy and doctors written orders ensuring patients are well groomed and in a medically appropriate state
- Effectively position for and take radiographs and perform electrocardiograms
- Place IV catheters and properly care for them
- Understand the use and care of IV pumps
- Perform clinical lab procedures such as fecal flotation exams, heartworm checks, skin scrapings, urinalysis, fungal cultures and draw blood for lab analysis
- Maintain file of lab test results, ensure that test results are recorded in patient record
- Maintain appropriate inventory of all medical supplies as determined by the inventory control system
- Keep the operating rooms properly stocked and prepared for surgery
- Prepare a patient and equipment for ultrasound procedure
- Assist the veterinarian in medical, surgical and dental procedures
- Prepare patients for surgery, administer anesthesia, monitor patients during surgery and recovery, administer fluids
- Perform emergency procedures such as control of bleeding, resuscitation with oxygen, opening airways, and external cardiac massage
- Properly care for all surgical materials and equipment
- Understand the importance of a clean and orderly facility and that cleaning and organizing is part of your job duties
- Maintain positive and cooperative relationships with other employees
- Actual duties may include more or less items than noted above as they are subject to change

By signing below, I am indicating that I can perform the job duties noted above and/or am willing to learn how.

Signature

Date: