

## Job Description

**Job Title:** Veterinary Technician

**General Description of Position:** The technician is responsible for client and patient care and for assisting the veterinarian.

**Job Requirements/Skills/Physical Demands:** Certified or experienced (three + years in field) veterinary technician with good client communication and telephone skills. Must effectively be able to read, speak, and write in English. Must have basic computer literacy skills and be able to handle multiple unrelated tasks simultaneously while working in a busy environment. Must also be able to lift 50 pounds, work on feet all day, and write legibly. Must be customer service oriented and friendly. Professional appearance required, scrubs are to be worn at all times and are furnished by the employee. Must be able to work all shifts, including nights and weekends (Saturdays). Technician will be required to be at work when scheduled and be on time. Must be able to administer injections, perform venipuncture, take vital signs of animal, and properly restrain animals, including fractious pets, for examination and treatment. Technician must be able to give treatments/medications intravenously, orally, and subcutaneously. Employee must be able to work well independently and in a group. Employee is allowed one week of vacation after their first year of employment; employee also receives two sick days and two personal days during their first year of employment. All time off is subject to the approval of Dr. Leonard Jewell. Upon hiring, all new employees will be subject to a 90 day probationary period during which time employment may be terminated as determined by management. All aforementioned requirements are subject to change by the employer at any time.

**Reports to:** Head technician

**Supervises:** Veterinary assistants

### **Essential Functions:**

#### **Reception Duties:**

- Prepare records, consent forms, and the like
- Admit patients
- Present invoices, receive payment, and prepare estimates
- Handle telephone calls
- Maintain health certificate and rabies certificate files
- Schedule appointments and surgeries
- Greet clients in a friendly manner
- Dispense medications, pet foods, and supplies
- Properly invoice prescriptions and pet foods to maintain inventory
- File records
- Update client/patient files
- Maintain computer records/backups
- Perform closing procedures
- Perform other duties as assigned

#### **Technician Duties:**

- Review vaccination records and prepare vaccines according to our vaccine protocol

- Assist veterinarian in medical procedures using proper restraint; know how to restrain fractious patients
- Assist veterinarian in surgical procedures using proper aseptic technique
- Maintain and use medical equipment such as IDEXX Lasercyte and autoclave
- Perform routine laboratory procedures and analyses in hematology, microbiology, urinalysis, and serology
- Prepare samples for outside laboratory analysis
- Monitor patients under anesthesia
- Induce anesthesia and intubate patient
- Administer treatments and injections following the instructions of a doctor or a treatment form
- Initiate emergency procedures
- Maintain pharmacy records, and controlled drug, anesthesia, fecal, and heartworm test logs
- Take and develop radiographs
- Take vital signs of animals including temperature, pulse, and respiration
- Perform dental cleanings
- Perform and analyze skin and ear cytologies
- Perform catheterization- urinary and venous
- Complete ear cleanings and nail trims
- Perform other duties as assigned

**Work Environment:**

Small animal hospital, work in front and back of hospital, high level of client interaction, exposure to x-rays and anesthetic gases with proper protective measures. Potential for exposure to zoonotic diseases and possible hazardous materials.

**Continuing Education Requirements:**

None at this time

**Exempt or Non-exempt Status:**

Non-exempt position

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_