

## **Prima Vista Animal Hospital Technician Job Description**

**Job Title:** Veterinary Technician  
**Department:** Technician  
**Reports To:** Office Manager  
**FLSA Status:** Hourly, Non-Exempt  
**Prepared By:** Hospital Administrator  
**Prepared Date:** July 1, 2004  
**Approved By:** Hospital Administrator  
**Revised Date:** March 1, 2011

### **Summary:**

Assist the veterinarian, help improve the quality of animal care given at the Prima Vista Animal Hospital and improve the doctor's efficiency by relieving them of technical work and administrative detail.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Offer compassionate care to all animals.
- Prepare for office hours by stocking drawers in exam rooms and treatment area, drawing vaccines, setting up syringes and readying all other drugs and equipment.
- Offer appropriate animal restraint for examination and treatment by a veterinarian.
- Prepare injections and dispensed medications for outpatients and inpatients.
- Help the doctor administer anesthetics, prepare patients for surgery, monitor patients during surgery and recovery, assist in surgery, administer fluids, provide support therapy to patients in surgery and post-op, transfer to cage, prepare the next patient.
- Properly clean, pack and autoclave all surgical materials. Keep the operating room stocked and ready for surgery.
- Help the doctor treat patients and assist in such medical or surgical procedures as irrigating wounds and bandaging. Technicians are a tableside assistant to veterinarian.
- Perform such clinical laboratory procedures as fecal flotation exams, heartworm tests, skin scrapings, urinalysis and fungal cultures. Draw blood for laboratory analysis.
- Perform in-house tests such as heartworms, parvovirus, feline leukemia virus and feline infectious peritonitis.
- Maintain log of laboratory tests and their results and ensure that the results are added to the patient's medical record and appropriately charged to their computer record.
- Prepare samples for shipment to the laboratory, including all forms necessary.
- Take and process all radiographs and log appropriately; Place radiographs into appropriate envelope, accurately labeled and filed in sequential order for easy retrieval.
- Perform in-hospital de-worming, take patient weights and temperatures and recording these observations on all patient forms and in computer.
- Duties include ear flushing, dentistry, nail trims and monitoring of vital signs and other animal care duties as directed by the veterinarian.

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- Help kennel personnel keep patients clean and dry. Work with kennel personnel to see that all duties on the kennel to do list are accomplished and that all pets receive excellent care.
- Take client calls and schedule surgical appointments with detailed instruction and treatment plan accompanying costs.
- Admit and discharge patients on the doctor's orders, paying particular attention to the patient's physical state at discharge.
- Answer client questions on various aspects of animal care, pass on information and advice from the veterinarian, explain the dosage and purposes of medications prescribed and reinforce to clients the proper procedures for home care.
- Make follow-up calls and recommend recheck exams to ensure patient progress.
- Assist receptionists when necessary and assume those duties during any absence or at particularly busy times of the day.
- Maintain an appropriate inventory of supplies. Write in the order book any items that are running low and need to be ordered.
- Supervise the unpacking of medical supplies, mark prices, check expiration dates, rotate stock and store all items.
- Keep abreast of over-the-counter products and their uses; i.e., shampoos, pet diets, vitamin additives, etc. Understand usage and recommendations for such prescription drugs as heartworm preventatives and nutritional supplements.
- All other duties asked of you to keep the hospital running smoothly and to provide optimal pet care.

### **Other Skills and Abilities:**

- Knowledge of clinic procedures for receiving, treating and scheduling patients, ordering medical supplies and requesting or performing laboratory tests.
- Knowledge of appropriate use, care and storage of veterinary instruments, materials and equipment.
- Knowledge of sterilization techniques for various instruments and materials.
- Knowledge of the instruments, materials and standardized procedures used in a wide variety of treatments to make preparations and provide "table side" assistance.
- Knowledge of and uses for routine vaccinations, medications, diets and shampoos.

This hospital is like a human hospital, in that, things happen here that are confidential. Do not discuss cases with anyone outside of the hospital. Should you see or hear anything that concerns you, speak with Hospital Management, not others about concerns.

### **Education and/or Experience:**

Associate's degree (A. A.) or equivalent from a two-year college or technical school; or related experience and/or training; or equivalent combination of education / experience.

All veterinary technicians of Prima Vista Animal Hospital must be Hill's Nutritional Advisors or in an active process of completing the course.

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### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Controls Over Work:**

The veterinarians provide continuing or individual assignments indicating tasks, limitations, expectations, deadlines and priorities. The doctors provide additional, specific instructions for new, difficult or unusual assignments, including suggested work methods or advice on source materials available.

Technicians must use initiative in carrying out recurring assignments independently without specific instructions. Any deviations, problems and unfamiliar situations must be communicated to the veterinarian. The veterinarian is the ultimate decision maker regarding patient medical care. Doctors ensure that finished work and methods are technically accurate and comply with instructions or established procedure. The review level increases with more difficult assignments if the technician has not previously performed similar assignments. The manager may provide administrative supervision.

### **Computer Skills:**

Must be experienced with basic computer and printer tasks and operations. Able to work with Microsoft Word, Excel, and Internet. Experience with veterinary software useful.

### **Language Skills:**

Technicians must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals and logs. Technicians must master the ability to write routine reports, basic correspondence and patient record notations. They must have the ability to speak effectively before individuals and groups of customers or employees of organization.

### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Technicians require the ability to be problem solvers in relation to a variety of interpersonal situations, both regarding patient care, client service and co-worker relations.

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**Continuing Education:**

Veterinary technicians of the Animal Hospital are required to attend on-going training and seminars and successfully complete correspondence course work to continually advance their knowledge of veterinary medicine and its application to the technician. It may be necessary for the technician to come in when unscheduled or after hours for some of these sessions.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Amount of Time Spent on Task

Task	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or feel				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell			X	

The job requires the following lifting requirements and/or exerted force be performed on the job.

Amount of Time Spent on Lifting Amount

Lifting Amount	None	Less than 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds		X (with assistance)		
More than 100 pounds		X (with assistance)		

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust to focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions. The noise level in the work environment is usually loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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