



POSITION: Registered Veterinary Technician

REPORTS TO: Veterinary Director or designate

SUPERVISES: No direct reports

Under the direction of the Clinic Director or designate, the Registered Veterinary Technician will assist in the provision of a broad range of best practices and protocols that form part of the animal welfare mandate of The Humane Society. The Registered Veterinary Technician will take on departmental functions within the Kitchener-Waterloo Humane Society Animal Hospital that ensure the health and well-being of the animals that come under the care of The Humane Society.

PRINCIPLE ACCOUNTABILITIES:

The RVT will work in a scheduled rotation which covers Medical Care RVT and Surgical RVT.

Medical Care RVT

The Medical Care position is an RVT position which rotates with the Surgical and position. This position involves the medical care and evaluation of all animals in animal care. The RVT must be readily able to observe abnormal findings in all animals in the centre both from direct examination, review of daily health charts and from communication with animal care staff. The RVT must be able to work independently while still functioning as part of both the animal care and clinic teams. Communication skills must be excellent. This position can be very busy and RVT's should expect to work quickly, efficiently and have some flexibility.

The duties of the Medical RVT include but are not limited to the following:

- AM Medications
- Medical Rounds of all animal care and adoption in AM
- Wellness examinations of new intakes as required
- Kitten room rounds AM and PM, weights, checks and co-ordination with cleaning staff
- Vaccines/dewormers for new intakes as required
- Revaccination/dewormer for all animals as required
- Minor rechecks including respiratory, med finish and surgery

- Ear cleaning, medicated baths, grooming, and other treatments as directed by the veterinarian or animal care manager coordinating time with other RVT
- Preparation of vet check list for PM
- Vet Rounds in PM
- Assistance to veterinarian in PM
- Preparation of med cards from vet work
- PM meds including new meds from rounds
- Medical Inventory of all vaccines and drugs outside of clinic. Notation of removal of all drugs from hospital.
- Preparation of Medical summary cards for front desk and completion in file.
- TTO/VER notes for incoming animals as requested by AC Manager
- Availability to communicate veterinary information for TTO's and assistance to intake staff and officers until 6 pm.
- Assist officers as needed until 6pm
- Assist adoptions as needed until 6 pm
- Assist with foster parents including medical and vaccination appointments as needed until 6pm
- Discharge hospital patients to community as required
- Client, foster communication (emails, phone calls, etc.) until 6pm

Surgical Care RVT

The Surgical Care position is an RVT position which rotates with the Medical and Wellness RVT position as scheduled. This position involves surgical and anesthesia assistance to clinic coordinator and the veterinarians as well as the medical care and treatment of animals in the clinic. The RVT must be readily able to perform anesthesia and surgical prep., observe abnormal findings and rapidly respond to emergency situations. In addition to assistance this position includes the maintenance and preparation of the surgical instruments and the cleaning of the clinic area. The RVT must be able to work as part of the clinic team. This position can be very busy and RVT's should expect to work quickly, efficiently and have some flexibility.

The duties of the Surgical Care RVT include but are not limited to the following:

- collection and preparation of animals for surgery in the am, typically 8-9am
- anesthesia and preparation of animals for surgery AM, emergency and PM as needed
- Pack cleaning and prep.
- Preparation of Med. Cards for surgeries
- Returning animals to kennels (coordinate with Adoption staff)
- Label animals for surgery next day
- PM medications on animals from day surgery if needed on return
- Treatment and care of all animals housed within Clinic including kennel cleaning and medications (coordinating with other med RVT's)

- availability to assist with vet rounds as needed
- Admitting and discharging owned animals pre and post-surgery
- Preparation of medications for dispensing.
- Preparation and requisitioning for IDEXX lab
- Required in house lab work.
- Availability to assist with emergency until 5 pm or vet leaves
- Clinic shutdown and animal check protocol as posted
- General cleaning and maintenance of clinic to highest standards
- Wellness examination of all animals during stray period with implementation of plans for care (afternoons)
- Vaccines/dewormers for all new intakes (afternoons)
- Maintaining drugs and supplies for officer euthanasia box

In addition to the duties listed above, the Centre expects the following of each staff member: adhere to The Humane Society's policies and procedures; work in a safe manner; act as a role model within and outside the Centre; seek out opportunities for continuous professional development; perform duties as workload necessitates; maintain a positive and respectful attitude; communicate regularly with the Clinic Director or designate about department issues; demonstrate efficient time management and prioritize workload; consistently report to work on time prepared to perform duties of the position; meet department productivity standards; participate in The Humane Society events as needed or required; and, complete other duties as assigned.

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended only to describe the general nature of the position.

POSITION REQUIREMENTS:

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities of this position. The Registered Veterinary Technician must have the following skills, among others:

- Ability to build and foster effective relationships with staff and veterinary team
- Strong sense of teamwork and collaboration, with the ability to foster the same amongst others
- Interpersonal skills to deal with multiple and differing behaviours of fellow staff and other organizational contacts.
- Must treat animals humanely, with compassion and concern both on and off the job
- Preferred experience with the handling of a wide variety of animals
- Ability to manage physical requirements of the position for extended periods of time
- Ability to function effectively under stressful and ambiguous circumstances and accept direction.
- Organizational skills to meet time demands and multiple duties
- Ability to manage multiple and sometimes conflicting priorities and deliver timely results

- Computer literacy – Microsoft Windows and Word, PetPoint shelter system and basic knowledge of typical office equipment.
- Hold valid Class “G” Ontario driver’s license.

The Registered Veterinary Technician must demonstrate ability to work effectively with others (including Management, Co-workers, resident Veterinarians, Customers etc.) by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; and, addressing problems and issues constructively to find mutually acceptable and practical business solutions.

WORKING CONDITIONS

- An emotional and stressful environment due to the nature of our work with animals who come to the Centre in various conditions (eg. many animals that have been abused, mistreated, neglected and/or that have behavioural issues, and/or are suffering from varying degrees of ill health).
- An emotional and stressful environment due to the necessary humane practice of euthanasia.
- Areas with strong odours and high noise levels in regards to barking and other animal noises.
- Exposure to animal bites, scratches, infections and infectious diseases.
- Risk of injury from slippery floors and working with toxic and corrosive cleaners.

COMMITMENT:

- Able and willing to volunteer for work-related, community events that occur after regularly scheduled work hours.
- Must be able to work with a variety of animals and with materials used in animal care.
- Demonstrated regular and consistent attendance and punctuality.
- Core scheduled hours will be Monday –Friday with some evenings and weekends