

Veterinary Technician

INTRODUCTION

Veterinary Technicians are under the direct guidance and supervision of the Owner, all Doctors and the Practice Administrator. 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 Roanoke Animal Hospital and to aid the practitioners in achieving greater efficiency by relieving them of technical work and administrative detail.

MAJOR DUTIES

- Responsible for beginning the procedures for examination and concluding room appointments. Open and begin medical notes for Doctor by recording weight, temperature and medical history. Provide restraint of pets for examination and treatment by veterinarian. Prepare estimates for clients based on doctor's recommendations and provide client education surrounding practice preferences and protocols. Prepare and administer medications (both injections and dispensed medications) for both outpatients and inpatients.
- After the client leaves the exam room, table should be cleaned and the room made ready for the next client. Insure that supplies are always available in exam rooms and treatment room. See that necessary literature is always available for you or doctor to give to client.
- 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.
- Perform all dental cleanings on both dogs and cats.
- Record all controlled drugs in log books.
- Start all medical records for Doctors and create estimates for all surgical procedures. Record all technician procedures in medical notes. Track patients progress on whiteboard, roll all charges to invoice when complete, call clients with progress and mark patients as "ready to go."
- Properly clean, pack and autoclave all surgical materials after they are used. Keep the operating room cleaned, stocked and prepared for surgery. Maintain all anesthetic machines, autoclave, and any other equipment used in surgery.
- Keep the treatment area clean and free of dirty items used during treatment.
- Help the doctor treat patients; assist in medical or surgical procedures such as irrigating wounds, medication, cleansing wounds, cleaning and flushing ears, and bandaging. Perform the full range of "tableside" assistance to the practitioners.

- Perform clinical laboratory procedures such as setting up and reading fecals under the microscope, preparing and running snap heartworm tests, collect samples and paperwork for urinalysis and other laboratory tests. Perform other in-house tests such as parvo virus tests and feline leukemia virus tests.
- 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.
- Inform Practice Administrator if supplies are low and need to be ordered. Keep abreast of over-the-counter products and their usage such as flea control and skin products, vitamins, and pet foods. Also understand usage and recommendations for such prescription drugs as heartworm preventative and prescription flea control products.
- Assist kennel personnel in keeping patients clean and dry at all times. Assisting with the dog walking, cage cleaning and general hospital cleaning.
- Assist doctors or other staff, when needed. Perform any other duties that are requested by the doctor or practice manager.

CONTROLS OVER WORK

The practitioners 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 Veterinary 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. Administrative supervision may be provided by the Practice Administrator.

ADVANCEMENT

Veterinary Technicians in this practice will be taught and trained to the limits of their potential. If, during training, an individual shows interest in a specific field, such as radiology or anesthesiology, continuing education in that field will be

encouraged. Such encouragement may be in the form of a subsidy for taking outside courses or formal training given in the practice.

OTHER SIGNIFICANT FACTS

Skill and Knowledge:

- Knowledge of the procedures used for receiving, treating, and scheduling patients and requesting laboratory tests.
- 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.

Physical Effort: Work often requires lifting and carrying animals which may weigh upwards of 100 lbs. Will be assisted by Kennel Technicians in working with larger animals. Walks or stands for extended periods of time; frequently works in bent position.

Working Conditions: Work often exposes the Veterinary Technician to unpleasant odors and noises. May be exposed to bites, scratches, and animal waste; may also be exposed to contagious diseases.