

JOB DESCRIPTION – VETERINARY ASSISTANT

INTRODUCTION

The Veterinary Technician assists the doctors to the fullest possible extent, to help improve the quality of care given to the patients, and to aid the doctors in achieving greater efficiency by relieving them of technical work at [Walden Lake Animal Clinic](#). The Veterinary Technician assists in multiple procedures providing care for animals including physical examinations, dental procedures, surgeries, immunizations, euthanasia as well as client education, marketing and inventory maintenance. This position requires a working knowledge of pharmaceutical drugs, common diseases; their symptoms, means of transmission, treatment and prevention, and other basic preventative health care recommendations. This is an overview of the position and the job responsibilities listed do not encompass the entire position. The Veterinary Technician is under the direct guidance and supervision of the practice manager and veterinarians.

PRIMARY JOB RESPONSIBILITIES

- Obtain and record patient histories.
- Collect specimens and perform routine laboratory procedures and tests in hematology, biochemistry, chemistry, microbiology, urinalysis, and serology to assist in the diagnosis and treatment of animal health problems.
- Dispense and administer medications, vaccines, serums and treatments as prescribed by veterinarians.
- Administer fluids and blood products as prescribed by the veterinarian.
- Administer and monitor anesthesia under the direction of a veterinarian.
- Provide specialized nursing care for injured or ill animals.
- Prepare patients, instruments and equipment for surgery.
- Assure that monitoring and support equipment such as anesthetic machines, cardiac monitors, scopes and breathing apparatus are in good working condition.
- Assist in diagnostic, medical and surgical procedures using a range of high-tech diagnostic equipment including electrocardiographic, radiographic and ultrasonographic equipment.
- Take and process radiographs.
- Communicate with and educate owners.
- Maintain knowledge of preventative healthcare recommendations in order to answer client questions, provide education on vaccines, flea and heartworm products, and assist in marketing veterinary services from which their pet would benefit, such as a dental cleaning, senior wellness, spay and neuter and boarding.
- Educate clients on products and medications sold including dietary products and answer questions regarding product purchase/use.
- Maintain inventory of pharmaceuticals, equipment and supplies.
- Clean, maintain and sterilize instruments, equipment, and materials.
- Knowledgeable regarding related federal and state animal health laws and regulations including OSHA and DEA. Ensure that the hospital and its employees are in compliance with regulations. Inform the veterinary hospital administrator of any regulatory issues.
- Work well with all team members and ensure that your actions support the hospital, the doctors, and the practice philosophy.
- Perform other duties as assigned.

CONTROLS OVER WORK

The Veterinary Technician works under the direct supervision of the practice manager who will indicate general assignments, limitations and priorities. Recurring assignments are performed independently. Deviations or

unfamiliar situations are referred to the supervisor. Completed work is reviewed for technical accuracy and compliance with established procedures.

SKILLS AND KNOWLEDGE

- Knowledge of the procedures used for receiving, treating, and scheduling patients, for ordering medical supplies, 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.
- Knowledge of vaccinations , wellness tests and procedures.
- Knowledge of principles and processes for providing client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Critical thinking - Understanding logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

PHYSICAL EFFORT

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job.

- Frequently required to bend, stand, stoop, walk, sit, talk, and listen, frequently working in a bent position.
- Frequently use hands to manipulate, handle, or feel; will reach with hands and arms.
- Use strength or agility in capturing and restraining stronger, more active animals.
- Frequently lift and/or move up to 50 pounds. .

Occasionally handle dogs weighing up to and over 150 lbs. Assistance will be provided by animal handlers when working with larger animals.

WORK ENVIRONMENT

While performing the duties of this job, the employee is exposed to hazards associated with aggressive patients; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases.

Follow federal and state animal health laws and regulations including OSHA and DEA.

REQUIREMENTS

- Possess a minimum of a High School Diploma.
- Possess further education courses, diplomas or degrees in animal science/Veterinary technician/Veterinary assisting. This is not mandatory but preferred.
- Veterinary Technician Certification (CVT) is required. May substitute 2 years or more of experience as a Veterinary Technician or assistant for CVT.
- Computer skills are a must. Proficient in Microsoft, instant messaging, emailing, various social media.
- Possess strong typing skills.
- Possess strong telephone skills.

- Possess strong communication skills and be able to work as part of a TEAM.
- Possess a respectful attitude and positive outlook even during busy workload.
- Ability to be productive, efficient, and respectful during high stress periods and periods of medical crisis.
- Willingness to learn and ability to retain information taught.
- Available to work Monday thru Friday and every other Saturday.