

Ralston Veterinary Clinic

Job Title: Veterinary Technician

Job Class: Non-

Exempt

Reports to: Veterinary Technician Supervisor(s)

Date of

Preparation: 06/2022

Hours Per Week: 33-40

EDUCATION AND EXPERIENCE:

1. High School Diploma or education degree (GED) required.
2. Graduate of an AVMA accredited Veterinary Technician program.
3. State license to work as a Licensed Veterinary Technician.

JOB SUMMARY:

Under the general supervision of a Veterinarian(s), LVT's provide routine paramedical treatment and care of animals to include but are not limited to all areas covered herein. The LVT's goal is to provide superior health care by performing services and recommending products that support a higher quality of life for our client's pets. The licensed Veterinary Technician must consistently exercise discretion of judgment.

WORKING CONDITIONS:

The work setting often can be noisy and malodorous. When working with animals that are frightened or in pain, Technician risks being bitten, kicked, or scratched.

ESSENTIAL JOB FUNCTIONS:

1. Out Patient/Pharmacy:

- Greet customers, weigh patients, and place clients in exam rooms for Doctors.
- Take history including temperature, pulse and respiration on all pets.
- Anticipate and retrieve any potential samples and/or services needed prior to the doctor going in to see the client.
- Fill prescriptions as requested; be able to communicate to clients what the medications are for, how to administer, and any possible side effects.
- Document and initial all medication refills in the medical chart properly.
- Input charges for products and services as necessary.
- Communicate with clients (including but not limited to): Puppy and kitten kits, Heartworm and flea products and infestation control, Diabetes management and insulin administration.
- Monitor inventory stock in pharmacy area and document products that need to be reordered.
- Stock and clean exam rooms and the entire pharmacy area.
- Ensure that vaccination refrigerators are kept clean and stocked.
- Complete technician charts for services such as nail trims, suture removal, drain removal, some vaccines, fluid therapy and invoice services provided.
- Complete follow ups for surgery/sick pets
- Check online pharmacy requests

2. TREATMENT:

- Start and complete treatments that Doctors post on the treatment board.
- Check vitals on all sick patients, including but not limited to patients that are receiving IV fluids or have an IV catheter, document/record findings in Avimark and enter appropriate charges.
- Perform exam/vitals on overnight surgery patients and give prescribed medications. Remove bandages from declaws, ACL surgeries and check incisions. .
- Take radiographs.
- Communicate with clients regarding their hospitalized patient within the limits of your ability.
- Inventory supplies on a regular basis.
- Maintain treatment area to ensure it is clean and presentable for clients.
- Stock medications and supplies commonly used in the area.

3. LAB:

- Perform all lab procedures as follows, but not limited to: Fecals: direct and flotation, CBC/DIFF, Urinalysis, Cytology/Fna, ELISA' testing in house chemistry machines.
- Prepare samples for shipment to outside laboratory such as: IDEXX.
- Take phone call from clients (if unavailable have receptionist put in voice mail/work list)
- Regularly check Tech work list and complete task that are in the list
- Complete daily "who gots" make sure all OLS and ITS are in appropriate work lists
- Clean and stock lab area.
- Run controls on all machines as needed.
- Run matience on machines as needed.
- Do keep busy list when slow.
- Inventory products and write down reorder needs.

4. DENTAL:

- Perform all dentals in the time allotted for each doctor.
- Perform complete dental prophylaxis including, clean, probe, polish and chart.
- Identify oral pathology and potential extractions and report finding to the dental doctor.
- Pull teeth when necessary.
- Take full mouth dental radiographs on every patient
- Complete paper work and give to appropriate doctor
- Enter charges and fill out dental chart in Avimark (as needed)
- Pick up daily after all dentals are completed.
- Clean anesthesia machine, dental area, counter tops, and lights.
- Clean and do maintenance on dental machines as needed.
- Stock all dental equipment.

5. SURGERY:

- Pull blood on surgery patients that need pre-anesthetic blood work
- Induce anesthesia according to the patient's blood work, if available, and the doctors preferred induction protocol.

- Shave and prepare patient for surgery.
- Assist doctors during surgical procedures either as a circulating technician or sterile technician.
- Help recover patients post surgery as necessary.
- Communicate with clients how patients are recovering from phone call list after procedure is complete.
- Clean surgery area post surgeries.
- Clean surgical instruments, prepare surgery packs, and sterilize instruments.
- Prepare and sterilize surgical gowns and drapes.
- Conduct regularly inventory checks and order supplies as needed.
- Stock surgical area.

6. SURGICAL RECOVERY TECHNICIAN:

- Recover patients post surgery starting at extubation.
- Monitor patients vital signs post surgery until they are within normal limits.
- Document and record all findings and events during recovery on recovery documentation form.
- Escalate any concerns to the Doctor assigned to the patient.
- Enter appropriate charges and inventory all drugs used.
- Communicate all pertinent information to other Technicians when transferring patients.
- Communicate with clients on how patients are recovering. Including completing the post surgery phone call list after full recovery.
 - Assist in other areas when needed.
 - Communicate with assistants when recovery patients are ready to be walked and moved to hospital area.

BEHAVIORAL REQUIREMENTS:

- Foster a positive and productive working environment.
- Maintain a high level of professionalism at all times.
- Abide by all safety policies and foster a safe working environment.
- Abide by all company policies and procedures and adapt to change in those policies and procedures as needed.
- Strong attention to detail.
- Good attendance.
- Work towards ensuring a consistent level of care for all patients.
- Follow through on assigned tasks.
- Find ways to be innovative and creative to develop current and potential future policies and procedures.
- Be able to handle a high stress environment while multitasking and still maintain a professional and positive attitude.
- Attend monthly team meetings.

INTERPERSONAL REQUIREMENTS:

- Ability to communicate to and treat all patients, visitors, clients, doctors, and coworkers with courtesy, respect, and concern.

- Ability to present a positive image of RVC at all times through actions and words.
- Ability to be self-managed.
- Be aware of how the decisions you make and actions that you take affect all the other departments within the Company.
- Be willing to assist other departments as needed
- Communicate concerns to your supervisor in a timely, professional, and constructive manner.
- Develop confidence to lead coworkers when the need arises and also be able to accept directives as necessary
- Fulfill tasks or duties as requested by doctors, supervisors, receptionists and/or coworkers
- Ability to maintain confidentiality.

DIRECT REPORTS:

None

INDIRECT REPORTS:

None

PHYSICAL REQUIREMENTS:	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read forms, medical charts on computer, and labels on products, cleaners, and medications.				X
Hearing: Must be able to hear well enough to communicate with co-workers and clients both in person and on the telephone.				X
Standing/Walking:				X
Fingering/Grasping/Feeling: Must be able to operate computer. Must be able to manipulate dental tools.				X
Stooping/Kneeling and Reaching: Frequent stooping, kneeling and reaching to access patients, files, stocked items, etc...				X

PHYSICAL DIMENSION for Lifting, Carrying, Pushing, and Pulling:

Must be able to lift, carry, push, or pull 50 lbs of weight 50 yards.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.