

Ralston Veterinary Clinic

Job Title: Inpatient Veterinary Technician

Job Class: Non-Exempt

Reports to: Team Manager, Inpatient Operations

Date of Preparation: 08/02/2023

Hours Per Week: 20-34 part time or 35-40 for full time

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 can be noisy, malodorous, and have potential exposure to zoonotic diseases and parasitic infections, as well as animal scratches or bites.

ESSENTIAL JOB FUNCTIONS:

VISION

- Supports V/TO
- Presents a positive image of RVC at all times through actions and words
- Demonstrates company culture, mission, vision, and values daily
- Fosters strengths-based and employee ownership culture
- Fosters a positive productive professional working environment even in high stressful times
- Maintains a high level of professionalism at all times
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PEOPLE

- Use Accountability chart by function and roles
- Provides team members with the necessary support to accomplish company goals
- Aids in helping team members make decisions by being a resource and giving guidance
- Builds trust through communication with patients, visitors, clients, doctors, and employees in a courteous, respectful, and concerning manner

DATA

- Monitors own quality of work for accuracy, thoroughness, & efficiency
- Maintains high confidentiality for all team, patients, and clients
- Maintains key goals and tasks provided by Administrative Director, Co-CEO/CIO
- Maintains measurable such as turnover rates; employee engagement survey results, other as determined

ISSUES

- Utilizes critical thinking skills to problem solve & attain the best possible and simplest resolutions
- Can prioritize issues from immediate and important to not urgent and not important
- Discuss and debate issues or concerns with the appropriate people using open communication, trust, and vulnerability in a timely manner

PROCESS

- Ensure effective communication between all areas of the clinic
- Actively engage in all EOS processes as needed
- Abide by all safety policies and foster a safe working environment
- Follow all processes and look for ways to elevate our client and patient experiences

TRACTION

- Participates in L-10 meetings with functions once a month
- Continues self-development through utilization of strengths and increasing knowledge through meetings, committees, lunch & learns, CE, and more.
- Execute and complete tasks, solutions, and projects using EOS process, AAHA standards with an Employee Owner mindset.
- Supports day to day operations

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, including sending pictures, within the limits of your ability
- Inventory supplies on a regular basis
- Maintain treatment area to ensure it is clean and well stocked

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.

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 findings 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.

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 doctor's 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 regular inventory checks and order supplies as needed.
- Stock surgical area.

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.

DIRECT REPORTS:

None

INDIRECT REPORTS:

None

PHYSICAL REQUIREMENTS:

0-24%

25-49%

50-74%

75-100%

Seeing: The ability to see/read forms, computer monitor, labels on products, cleaners, and medications.				X
Hearing: The ability to hear, understand, and distinguish speech and/or other sounds (e.g., phone, machinery alarms, medical codes, or alarms)				X
Standing: Must be able to remain on one's feet in an upright position without moving about.			X	
Walking: Must be able to move about on foot.			X	
Gross Manipulation: Seizing, holding, grasping, turning, or otherwise working with the hand(s)				X
Fine Manipulation: touching, picking, pinching, or otherwise working primarily with the fingers.				X
Stooping/Kneeling and Reaching: Frequent stooping, kneeling, crawling, and reaching to access food, stocked items, etc...			X	
Keyboarding: Must be able to enter text or data into a computer or other machine.			X	
Sitting: remain in a sitting position for 4-6 hours.		X		
Lifting/Carrying: Must be able to lift and carry 40 Lbs. by yourself.		X		
Speaking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.				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.