

**JOB DESCRIPTION VETERINARY TECHNICIAN**

The position of Veterinary Technician is integral to the function of a quality veterinary hospital as these individuals serve to connect the client service and medical experience of the client and patient. The technician works directly with veterinarians and other staff members in providing excellent care and exemplary service. They have a very significant role in communicating with and educating clients about their pets.

REPORTS TO

Hospital Administrator, Medical Director, Practice Manager, Clinic Veterinarians, Lead Technician (when a Lead Technician is utilized in the hospital)

EDUCATION/ EXPERIENCE/SKILLS

* High school diploma or equivalent
* Veterinary Technician Certification (LVT/RVT/CVT)
* Experience with basic office functions in a busy office environment.

PERSONAL REQUIREMENTS

* Minimum of 18 years old.
* Genuinely enjoys working with animals and is able to effectively deal with them even when they are stressed, ill, or in pain.
* Able to work with a great attitude and be flexible with clinic/patient/staff needs.
* Interact with other team members with professionalism and respect.
* Can stay calm and efficient during a medical crisis.
* Approaches his/her job duties in a mature nature.
* Practices excellent communication skills verbal, written and non-verbal.

DUTIES

* Provide excellent, compassionate care to our clients and patients.
* Perform all duties in accordance with company policies and procedures.
* Follow all requirements of the State Veterinary Practice Act
* Assists with the efficiency of the doctor by anticipating doctor’s needs and provide medical care, record keeping, and client communication as ordered by the doctor.
* Prepare and maintain the exam rooms and treatment areas.
* Understands the importance of a clean and orderly facility, does not hesitate to clean or organize as part of a normal job duty
* Admit and perform physical history, initial exam, and minimum vitals as needed on all patients.
* Give SQ, IM and IV injections
* Administer oral medications
* Can compassionately and effectively restrain pets even when large or difficult.
* Perform venipuncture and ensure that blood is properly handled, correctly recorded, sent out or processed in-house, and invoiced to the client.
* Can effectively position for and take radiographs
* Assist in all aspects of surgery to include induction and intubation
* Competent to discharge patients, review the diagnosis, treatment recommendations, and follow up care with the owner. Ensure that all owners receive proper medications and/or prescriptions upon departure.
* Maintain appropriate medical records for appointments and consultations.
* Maintain appropriate invoices for all procedures performed.
* Assist other team members when needed.
* Understand and carry out oral and written directions.
* Maintain positive and cooperative relationships with affiliated services
* Arrive promptly as scheduled for work and ready to work.
* Answer telephones and address client’s inquiries about hospital policies, basic animal

care questions, cost of routine procedures and products

* Assist client service representative with daily tasks as needed to improve client care and client experience
* Able to prepare client invoices and obtains payments for services performed when required
* Some tasks may be added or removed from this list as deemed necessary for the

safety and well-being of our patients and efficient and effective operations of the veterinary hospital.

* Open to cross train with tasks associated with other positions to promote client service and smooth hospital operations.
* Perform other duties as assigned, but not included in this list.

PHYSCIAL REQUIREMENTS

* Physical Effort: Work requires lifting and carrying animals. Should be able to lift up to 50 lbs.
* Walks or stands for extended periods of time.
* Frequently works in a bent position.
* Working conditions: May be exposed to unpleasant odors, noises and animal feces. May be exposed to bites, scratches and contagious diseases.