



JOB DESCRIPTION VETERINARY TECHNICIAN

POSITION OVERVIEW

Veterinary Technician's play an integral role in the care of the patients, clients, and referring veterinarians of CVCA. The technicians works directly with the cardiologist to provide medical support and help the doctor achieve greater efficiency by relieving technical work, record keeping and communication tasks. They have a very significant role in communicating with and education clients about their pets.

REPORTS TO

Practice Director, Human Resources, Operations Manager, Team Leader

EDUCATION/ EXPERIENCE/SKILLS

- High school diploma or equivalent
- Veterinary Technician Certification (LVT/RVT/CVT)
- Minimum two years experience as veterinary nurse or assistant, desirable but not required
- Experience with basic office functions in a busy office environment.
- Ability to maintain a high level of confidentiality.

PERSONAL REQUIREMENTS

- Minimum of 18 years old.
- Genuinely enjoys working with animals and is able to deal with them even when they are stressed, ill or in pain.
- Be flexible in attitude and work habits.
- Can stay calm and efficient during a medical crisis.
- Approaches his/her job duties in a mature nature.
- Is experienced in the teamwork approach and works well with all levels of hospital team members.
- Has excellent communication skills.
- **Physical Effort:** Work requires lifting and carrying animals (will be assisted by other staff members in lifting animals over 40 lbs). Walks or stands for extended periods or 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.

DUTIES

- Provide compassionate care to our clients and patients.
- Perform all duties in accordance with company policies and procedures.
- Anticipate the needs of the doctor and ensure efficiency of appointment flow, care of emergency patients, and complete medical record keeping.
- 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 and blood pressure 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 work is properly recorded, sent out, and invoiced.
- Can effectively position for and take radiographs
- Can perform electrocardiograms
- Assist in all aspects of surgery to include induction and intubation
- Discharge all patients in house and outpatient, 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.
- Assist other team members when needed.
- Understand and carry out oral and written directions.
- Maintain positive and cooperative relationships with other team members, and management
- Maintain positive and cooperative relationships with affiliated services
- Arrive promptly as scheduled for work.
- Perform other duties as assigned.
- 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.
- Some travel may be required.
- Can prepare client invoices and obtains payments for services performed
- Some tasks may be added or removed from this list as deemed necessary for the safety and well being of our patients