



PUPPIN VETS

Turkey Creek Animal Hospital
Animal Wellness Center – Plant City



POSITION: Veterinary Technician

JOB CLASSIFICATION: Hourly, Non-exempt

EDUCATION AND LICENSURE REQUIREMENTS

- High school diploma or equivalent
- Veterinary Technician Certification (CVT) desirable but not required.
- Previous On-The-Job Training desirable when not a CVT.

EXPERIENCE REQUIREMENTS

- Minimum two years' experience as veterinary technician or assistant.

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.
- Can stay calm and efficient during a medical crisis.
- Is well-spoken and 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 client 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.

POSITION SUMMARY: To assist veterinarians in the Practice of Veterinary Medicine and surgery, a Veterinary Technician will perform nursing care for all patients in the Turkey Creek Animal Hospital system under the direct supervision of the attending Veterinarian. Technicians will effectively communicate with clients and maintain legally defensible medical records while working to support and uphold the Turkey Creek Animal Hospital mission, vision and core values.

AREAS OF RESPONSIBILITY

- I. Technical duties to assist the Veterinarians with the Practice of Medicine: 65%
- II. General Housekeeping: 21%
- III. Administrative/Records: 12%
- V. Professional and Personal Growth: 2%

ESSENTIAL JOB FUNCTIONS

Task	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand				X
Walk			X	
Sit		X		
Use Hands to finger, handle, or feel				X
Climb or balance			X	
Stoop, kneel, crouch or crawl			X	
Talk or hear				X
Taste or smell			X	
Repetitive Motions (typing)				X

The job requires the following lifting requirements and/or exerted force be performed.

Amount of Time Spent on Lifting Amount:

Lifting Amount	None	Less than 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 40 pounds			X	
Up to 100 pounds			X (with assistance)	
More than 100 pounds			X (with assistance)	

ENVIRONMENTAL CONDITIONS

1. Noise from barking/crying dogs and cats
2. Danger of being bitten or scratched by small animals
3. Exposure to:
 - Toxoplasmosis
 - Leptospirosis
 - Giardia
 - Gas anesthesia
 - Cleaning Products
 - Radiation
 - Drugs and chemicals under OSHA
 - Rabies
 - Euthanasia drugs
 - Other potential zoonotic diseases

DUTIES

TECHNICAL

- Assists the doctor in the examination room by taking patient history, vital signs and weight; performs asymmetry exam, communicates client education materials, prepares vaccines and other medications; assists with medical records; updates reminders and recalls.
- Collects blood samples using venipuncture per hospital protocol.
- Performs all in-hospital lab work including fecal, CBC, UA, HW, Felv, FIV, giardia, parvo, cytology and others using applicable lab machines.
- Prepares samples to be sent out--special panels, special tests and histopathology.
- Provides high quality nursing care for all hospitalized patients while upholding standards of care.
- Preps patients for surgery, monitors anesthesia and assists during surgical procedures.
- Knows common disease states and can alert veterinarians when symptoms change or when concerns arise with hospitalized patients.
- Administers medications, oral and injectible.
- Maintains an appropriate inventory of all medical supplies as determined by the inventory control system.
- Produces effective radiographs using proper patient positioning and restraint, with accurate measurements and machine settings.
- Maintains a positive attitude and embraces responsibilities with a smile
- Can provide compassionate care to patients and clients.
- Can conduct oneself in a confident and professional manner even when stressed and/or focused on individual tasks.
- Can legibly keep accurate medical records in accordance hospital policy.
- Can prepare and maintain the exam rooms and treatment areas.
- Can perform physical assessments; record observations legibly in files or computer.
- Can effectively restrain pets even when large or difficult.
- Understands all common vaccinations and vaccination protocols and can explain to clients.
- Understands the importance of a clean and orderly facility, does not hesitate to clean or organize as part of a normal job duty.
- Maintains positive, cooperative relationships with other employees.
- Gives SQ, IM and IV injections.
- Can handle client's medical questions with confidence and direct to veterinarians when appropriate.
- Can prepare healthcare plans for procedures and discuss financial commitments with clients supporting hospital financial policies.
- Can explain necessary followup and homecare instructions.
- Understands usage, dosage, and common side-effects for commonly used prescription drugs and can readily explain them to the clients.
- Can maintain an appropriate inventory of all medical supplies as determined by the inventory control system.

- Can assist the veterinarian in medical, surgical and dental procedures; prepares patients for surgery; administers anesthesia; monitors patients during surgery and recovery; administers fluids.
- Can properly care for all surgical materials; keep the operating room properly stocked and prepared for surgery.
- Can perform emergency procedures such as control of bleeding, resuscitation with oxygen, opening airways, and external cardiac massage.
- Can perform clinical laboratory procedures such as fecal flotation exams, heartworm checks, skin scrapings, urinalysis, and fungal cultures; draws blood for laboratory analysis; maintains file of lab test results and ensures that test results are recorded in patient records.
- Can effectively position for and take radiographs.
- Can perform electrocardiograms.
- Can place IV catheters and properly care for them. Understands the use and care of IV pumps as well.
- Knows common disease states and can alert veterinarians when symptoms change or when concerns arise with hospitalized patients.
- Can prepare a patient and the machine for an ultrasound procedure.
- Can admit patients following hospital policy and doctors written orders.
- Can discharge patients based on the veterinarian's orders, ensuring that patients are well groomed and in a medically appropriate state.

GENERAL HOUSEKEEPING

- Maintains a safe, clean and welcoming workspace.
- Performs cleaning duties as outlined in daily checklists.
- Follows cleaning protocols when dealing with a contagious pet.
- Assists in cleaning common areas as needed.
- Follows health and safety procedures as outlined.

ADMINISTRATIVE / RECORD KEEPING

- Inputs medical records in accordance with AAHA guidelines and hospital policy, including SOAP, treatment logs, anesthesia logs, etc.
- Completes and presents discharge instructions for hospitalized patients.
- Prepares health care plans and enters charges.
- Collects payments and deposits per hospital policy, using appropriate client education and communication.
- Assists with inventory control as needed.
- Follows AAHA and hospital procedures for the usage and disposal of controlled substances.
- Participates in hospital team meetings.
- Utilizes email and other technology to communicate with hospital team members.
- Accurately invoices and accepts payment for services.

- Type a minimum of 30 wpm.

PERSONAL CONDUCT / ATTITUDE / TEAMWORK

- Can maintain positive, cooperative relationships with other employees.
- Can display tact and respect with team members even when busy or hectic.
- Feel and express a genuine liking for animals and their owners and for working in an animal care field.

ORGANIZATION / TIME MANAGEMENT

- Can work almost constantly in the presence of other staff members and clients.
- Understands and carries out oral and written directions.
- Arrives on time to all scheduled shift, ready to work.

PROFESSIONAL GROWTH

- Completes 15 hours of industry specific continuing education each year.
- Openly and willingly embraces other responsibilities as requested.
- Performs other duties as assigned.

I have read and understand the duties of the Veterinary Technician at Puppin Vets. I am willing and able to meet all requirements of the position. I have been provided a copy of this job description.

Team Member Signature

Date