



## Licensed Veterinary Technician Job Description

### Job Summary

Employment at Pender Veterinary Centre provides the individual the opportunity to participate in progressive veterinary medicine, work in a fast paced environment handling a diverse caseload and provide personalized, compassionate medical care. Licensed Veterinary Technicians are under the direct guidance and supervision of the Technician Lead and the doctors. Licensed Veterinary Technicians are experienced team players who are dedicated to providing the high caliber veterinary care by assisting the doctors with technical functions, and also performing functions outside of the technical realm that enhances the practice. Licensed Veterinary Technicians demonstrate proficient technical skills, strong client relations skills, a solid work ethic and a willingness to learn in order to add value as an integral part of our quality care team.

### Specific Duties

1. Perform all activities allowed by the Virginia Practice Act, with the exception of inducing anesthesia, intubation, perform euthanasia, cystocentesis, and tooth extractions.
2. Help the doctor treat patients; assist in medical or surgical procedures such as irrigating wounds, medication, cleansing wounds, and bandaging. Perform the full range of "tableside" assistance to the practitioners.
3. Perform in-clinic dewormings; record patient weights, temperatures, and respiration rates; record observations on patient status such as nature and amount of vomitus, bowel movements, and urinations +/- blood. Perform ear cleanings and pluckings, dental cleanings for dogs and cats. Monitor and record vital signs on all patients.
4. Admit and discharge patients on the doctor's orders, being especially careful to ensure that patients being discharged are in a medically appropriate state, well-groomed, and looking better than on arrival. Answer client questions one-on-one on various aspects of animal care and information on medical discharge sheets. Pass on information/advice from the practitioners; explain dosage/purpose of medications; reinforce through discussion the proper care and procedures that should be followed at home. Call back/follow-up with clients concerning certain patients; direct clients to the CSR to schedule additional visits when discharge instructions indicate.
5. Help doctor administer anesthetics using aseptic technique, prepare patients for surgery; monitor patients during surgery and recovery; assist in surgery; administer fluids; perform support therapy to patients in surgery and post-op; remove and ready next patient.
6. Properly clean, pack and autoclave all surgical materials after they are used. Keep the operating room properly stocked and prepared for surgery.
7. Perform clinical laboratory procedures such as fecal flotation exams, heartworm checks, skin scrapings, urinalysis, fungal cultures, draw blood for laboratory analysis. Prepare samples for shipment to laboratory and prepare laboratory forms. Perform other in-house tests such as parvo virus tests and immunoglobulin transfer tests and feline leukemia virus tests.
8. Prepare for office hours by stocking drawers in exam rooms and treatment area, by setting up syringes and supplies, and assuring that drugs and equipment are ready. Provide restraint of pets for examination and treatment by veterinarian. Prepare medications for both outpatients and inpatients.
9. Be familiar with charges and prepare estimates for clients. Be familiar with record-keeping process and be able to enter charges for hospitalized cases and reconcile fee slips, flow sheets, and medical records.
10. Take and process all radiographs, following all safety and OSHA regulations. Complete OSHA and radiology training yearly.
11. Assist veterinary assistants in keeping patients clean and dry at all times.
12. Assist the customer services representatives when necessary.



### **Qualifications:**

- Hold current license as a veterinary technician in Virginia and complete all requirements to maintain licensure;
- Proven experience in:
  - Demonstrating knowledge of veterinary practices, procedures, and terminology;
  - Appropriately handling and restraining animals;
  - Reading medical charts and record procedures and treatments;
  - Demonstrating basic knowledge of medications and their side effects;
  - Professionally and compassionately addressing each client's needs
- Ability to multi-task and juggle multiple work streams (change gears quickly) while setting/managing priorities and providing consistent follow through.
- Communicate in a clear, concise, understandable manner;
- Effective listening skills and an eye for quality, accuracy and attention to detail
- Individual must be highly motivated and self-driven to excel in a dynamic, demanding and high-performance culture. Passionate to contribute and do what it takes to get things done.
- Superior customer service skills
- Professionally maintain composure, positive attitude and effectiveness under pressure and changing conditions in order to work effectively with co-workers
- Skilled at working both independently and in a team environment; shares information, trains one another and seeks to help others excel.
- Demonstrates strong organizational, time management and administrative skills – ability to meet deadlines, ability to achieve and maintain high productivity levels
- Must exhibit accountability, independent and sound judgment to identify problems, propose solutions and make decisions/recommendations to supervisors
- Basic computer skills, including ability to learn veterinary management software.

### **Physical Requirements**

The Licensed Veterinary Technician will be required to stand for long periods, and perform moderately heavy physical labor. The Licensed Veterinary Technician must be able to handle and restrain animals. The Licensed Veterinary Technician must be able to lift up to 40lbs unassisted. Licensed Veterinary Technicians must be able to work energetically for the entire assigned shift, sometimes exceeding 9 – 10 hours per day. The shift does not end until all duties are completed for the day. The Licensed Veterinary Technician should have no serious allergies to dogs or cats.

### **Controls Over Work**

The Licensed Veterinary Technician works under the supervision of the Technician Lead; however, they will also receive direction from veterinarians, the Medical Director, and other managers on a daily basis.