

## Job Description: Certified Veterinary Technician

### Position Summary

A certified veterinary technician directly handles inpatient and outpatient care, working hand-in-hand with veterinarians. The technician assists in exam rooms by taking patients' history, vital signs and weight; preparing vaccines; collecting samples and running diagnostic tests; providing client education; and assisting with animal restraint. Technicians also may see their own appointments for procedures such as suture removal, nail trim, vaccine administration when a doctor exam is not required, long-term medication monitoring testing, surgery admission and discharge and boarding check-in exams. Technicians directly impact doctors' productivity, client service and patient care. Technicians play a key role in communicating with clients in person and by phone for follow-up care and patient monitoring.

Reports to: Technician Supervisor, Medical Director and/or Practice Owner(s)

### Job Responsibilities

#### Technical Duties, 90%:

- Assist veterinarians in the practice of veterinary medicine and surgery
- Perform in-hospital lab testing and prepare specimens for outside labs
- Assist veterinarians in outpatient exams by taking histories, vital signs and weights as well as providing client education
- Provide nursing care for in-hospital patients
- Conduct pre-admission exams and discharge hospitalized patients
- Perform client callbacks
- Maintain proper care and medication administration of boarding animals and assist kennel staff
- Maintain legally defensible medical records in cooperation with veterinarians

#### Exams

- Prepare and maintain exam rooms (cleanliness and stocking of supplies and brochures)
- Assist veterinarians in exam rooms by taking patients' history, vital signs and weight; preparing vaccines and medications; and assisting with medical records
- Educate clients on prevention and wellness topics
- Collect samples and run heartworm, tick-borne disease and intestinal parasite tests
- Fill prescriptions per veterinarians' instructions
- Educate clients about medication instructions and administration
- Perform admission exams for patients being hospitalized, including weight, vital signs and pre-surgical exam
- Perform pre-anesthetic exams on surgery and dental patients if the veterinarian has not already assessed patients
- Discharge patients for dentistry, spay, neuter and declaw surgeries
- Conduct dental recheck exams

#### Lab

- Responsible for in-hospital lab testing such as intestinal parasite screens, pre-anesthetic testing, senior screens, complete blood count, urinalysis, heartworm, tick-borne diseases, Feline Leukemia, FIV, cytology, etc.
- Collect and prepare samples
- Report diagnostic testing results to veterinarians
- Maintain quality controls and record keeping on in-house lab equipment
- Complete proper sample preparation and paperwork for outside diagnostic lab tests

## **Treatment**

- Perform treatments noted on treatment board and in medical records (hospitalized patients, surgeries, dentistry patients, boarding medications)
- Assist veterinarians with daily treatments
- Monitor intensive care patients
- Provide nursing care
- Take and process x-rays
- Accurately number and file x-rays; record x-rays in log and medical records
- Use and maintain IV pumps

## **Surgery**

- Admit patients scheduled for surgery and dentistry
- Keep surgical materials stocked
- Prepare gown and surgical packs
- Check oxygen lines and waste gas scavenger system; turn off scavenger system after surgical procedures are completed
- Prepare surgery suite for surgery
- Prepare instruments; know type of surgical instruments required for specific surgeries
- Assist veterinarians with patient restraint
- Assist veterinarians with induction/intubation or perform induction/intubation
- Surgical preparation of patient
- Monitor anesthesia closely with monitoring equipment such as pulse oximeter and electrocardiogram
- Help maintain anesthesia machine
- Assist veterinarian performing surgery
- Monitor patients waking up from anesthesia; assist with treatment if patient has reaction to anesthesia
- Clean surgery suite and surgical instruments after each procedure following hospital sterilization protocols
- Keep accurate anesthesia/surgical medical records
- Ensure hospital patients go home well groomed and in an appropriate medical state

## **Dentistry**

- Clean, scale and polish teeth using dental equipment and hand instruments
- Perform fluoride treatments
- Record dental problems in medical records and report them to veterinarians for instructions
- Assist veterinarians performing oral extractions or other dental procedures
- Complete dental report cards
- Take before-and-after digital photos for client handouts
- Take and process dental x-rays

## **Medical Records**

- Update medical records with progress notes
- Communicate with doctors and technicians through notations in medical records
- Record information for hospitalized patients including:
  - Daily status each time a technician touches a patient, with initials, time, procedures and observations
  - Boarding information
  - Hospitalized procedures such as surgeries, radiographs and dentistry
  - Pre-surgical exam findings, anesthesia risk
  - Time anesthesia begins, ends and how many minutes
  - Suture material, suture pattern; incision location and size; veterinarian's surgical notes

- Lab test results
- Dental charts
- Injections, medications, fluid therapy, pain management
- Note homecare instructions given to and reviewed with client
- Create estimates/treatment plans
- Collect signatures on consent forms and estimates/treatment plans

**Housekeeping Duties, 5%:**

- Maintain cleanliness of surgery suite, treatment area and exams rooms for all surfaces, including lights, tables, cabinets, walls and floors
- Maintain equipment cleanliness and longevity by vacuuming pet hair from keyboards, wheels and equipment
- Vacuum computer keyboards in treatment area, lab/pharmacy and exam rooms
- Clean glass windows and doors in surgery suite, treatment area and exam rooms
- Sweep and mop floors in surgery suite, exam rooms and treatment area
- Keep food and drinks out of treatment area and surgery suite
- Discard syringes in proper containers
- Empty trash
- Clean water and food bowls for hospitalized pets
- Clean cages and bedding for hospitalized pets
- Organize radiology gowns, gloves and badges, making sure they are neatly hung or stored
- Scrub and polish sinks
- Wipe down walls and baseboards in the surgery suite, treatment area and exam rooms
- Clean cages
- Do laundry

**Administrative Duties, 3%:**

**Inventory**

- Log controlled drugs
- Assist with inventory physical count
- Know how to use the inventory module in our veterinary practice-management software
- Unpack deliveries, reconcile against packing slip and restock supplies
- Restock shelves and drawers in exam rooms and treatment area

**Safety**

- Follow OSHA requirements
- Follow practice's health and safety protocols
- Maintain Material Safety Data Sheets (MSDS)

**Administrative**

- Be proficient in using our veterinary practice-management software
- File lab results
- Send out x-ray badges monthly; supervise monitoring badges; file reports
- Assist receptionists when they need extra help
- Attend staff and department meetings

**Professional Growth Duties, 2%:**

- Belong to professional societies
- Attend continuing education for technicians (conferences, online courses, videos, in-clinic seminars, etc.)
- Network with technicians from other practices
- Read veterinary and technician journals

## **Educational Requirements & Skills Needed**

### **Educational Requirements:**

- High school diploma or equivalent
- Associate's degree in applied science, veterinary technology
- State license to work as a certified/licensed/registered veterinary technician

### **Skills Needed:**

- Ability to assist veterinarians in the practice of veterinary medicine and surgery

### **Physical Obligations:**

- Able to lift patients and carry equipment up to 40 pounds; ability to lift patients or carry equipment over 40 pounds with assistance
- Endure sitting, standing and walking on hard floor surfaces for extended periods
- Type information for patient records and prescription labels into the computer
- Able to work in noisy work conditions with sounds from animals and equipment
- Take safety precautions for exposure to toxins, drugs, anesthesia and radiation