

Licensed Veterinary Technician Job Description

Educational Requirements & Skills Needed:

- Associate's degree in applied science, veterinary technology
- State license to work as a licensed veterinary technician
- Assist veterinarians in the practice of veterinary medicine and surgery

Physical Requirements of Job:

- Bending, stooping, crouching, kneeling, sitting on the floor, standing, walking, pushing, pulling, lifting, restraining, stocking shelves, unpacking drug deliveries, wrapping puppy and kitten packages, emptying trash, exercising pets, grasping, reaching overhead, twisting throughout the day, balancing, squatting, grasping, rotating body, fine manipulation
- Moving animals from cages to treatment tables to surgery to radiology and back; moving animals from recovery ward to other wards; caring for animals in isolation ward
- Restraining animals up to 200 pounds intermittently
- Lift animals up to 50 pounds
- Lift, with help, animals over 50 pounds
- Place pets on exam tables, treatment tables, surgical tables, radiology table or in cages or move them from these areas
- Having manual dexterity to place endotracheal tubes, draw blood and other duties requiring hand-eye coordination
- Standing and walking on tile flooring for up to 10 hours
- Typing medical data into computer (or writing in chart) for every hospitalized case

Hearing requirements:

- Listen to internal organs of pets through a stethoscope
- Communicate with pet owners over the phone, in examination rooms, in all areas of the hospital
- Communicate over the phone with consultants, labs and hear reports from staff members
- Communicate with vendors
- Listen for coughing, sneezing, vomiting, crying and banging

Repetitive motions:

- Typing data into computer for medical records
- Restraining pets
- Grasping equipment
- Walking, bending, crouching, kneeling
- Using foot pedal on dental machines, exam room sinks and scrub sinks intermittently

Visual requirements:

- Ability to conduct physical exams, perform treatments, take radiographs, perform procedures and assist in surgery
- View specimens through a microscope
- Read textbooks, reports, review medical records
- Research materials to assist veterinarians
- Enter data from tracking sheets into the computer
- View medical records on computer
- File lab, consultants' reports and dental charts in the lateral file and retrieve files as necessary
- Take weights, read thermometers, instruments and lab machines
- Watch the behavior and progress of animals
- Be able to see change of color, bleeding, urination and other bodily fluids

Environmental working conditions:

- Noise from barking/crying dogs and cats
- Danger of being bitten or scratched by animals
- Exposure to toxoplasmosis, gas anesthesia, chemotherapy drugs, radiation, drugs and chemicals under OSHA, Rabies and euthanasia drugs
- Safety equipment provided for working exposures

Mental requirements:

- Alertness to keep safe from possible dangers
- Clear thinking to perform procedures and to consistently exercise discretion and judgment
- Ability to communicate well
- Readiness to work as a team member
- Adaptability to stress
- Resilience after disappointments or criticism
- Positive attitude toward work, staff members, clients, patients, supervisors and self
- Mood-altering drugs prescribed by physician to be taken as directed
- Notification of mood-altering drugs prescribed and used to administrator for confidential medical file
- Thinking abilities and alertness must not be impaired by alcohol, street drugs or prescribed medications
- Ability to make rational and effective decisions
- Ability to be compassionate
- Ability to negotiate with difficult people and to solve difficult problems
- Attitude of learning to keep up with changes in medicine and the standard of practice
- Interest in attending continuing education
- Ethical responsibility to keep confidential the knowledge about the medical and business practices of the hospital; to keep confidential patient records and information about clients; and to follow the practice's Code of Ethics

Technical Duties, 90%

- Assist veterinarians in the practice of veterinary medicine and surgery
- Works under the supervision of the hospital owner/medical director and associate veterinarians. Also functions under the hospital administrator's supervision in administrative areas.
- Perform all laboratory in-hospital procedures and prepare specimens for outside laboratories
- Assist veterinarians in outpatient exams by taking histories, vital signs and weights
- Provide nursing care for in-hospital patients
- Conduct pre-admission exams and discharge patients
- Perform client callbacks
- Maintain proper care of boarding animals and assist kennel staff
- Maintain legally defensible medical records in cooperation with veterinarians

Exams

- Admission exams for hospitalization, including weight, vital signs and pre-surgical exam
- Assist the doctor in the exam room for outpatient cases by taking the history, vital signs and weight; preparing vaccines and putting up medications; assisting with medical records
- Show clients appropriate videos
- Start fecal and heartworm tests
- Fill prescriptions per doctor's orders
- Perform pre-anesthetic exam not done in admitting office visit
- Discharge dental patients
- Discharge neuter surgeries

- Recheck dental examinations

Laboratory

- Responsible for all in-hospital lab work including intestinal parasite screens, CBC, UA, HW, FeLV, FIV, cytology and others. Chemistry tests: VetTest, general health profile and pre-surgical profile, electrolytes, T4 and Cortisol.
- Collect blood
- Prepare samples to be sent out including special panels, special tests and histology
- Report results to veterinarians
- Know how to run lab machines
- Know outside lab test criteria
- Conduct periodic quality control for in-house lab tests

Treatments

- Perform all treatments ordered on treatment board and in medical records (surgeries, boarding medications)
- Assist veterinarians with daily treatments
- Monitor intensive care patients; carry out doctors' orders
- Provide nursing care for all patients
- Take and develop x-rays
- Number and file x-rays; record x-rays in log and medical records
- Know how to use IV pumps

Surgery

- Admit animals scheduled for surgery
- Draw blood and do pre-surgical lab screens
- Check oxygen lines and waste gas scavenger system; turn off scavenger system after surgical procedures are completed
- Prepare operating room for surgery; prepare instruments; know different types of surgical techniques and instruments required
- Assist veterinarians with restraint
- Assist veterinarians with induction/intubation or do induction/intubation
- Surgical preparation of patient
- Monitor anesthesia closely; use Pulse Oximeter and/or ECG machine
- Fill anesthesia machine vaporizer as needed and change soda lime
- Take patients to and from surgery
- Assist surgeon
- Monitor patients waking up from anesthesia; help with treatment if patient has reaction to anesthesia
- Clean surgery and surgical instruments after each surgery: instruments are cleaned in the ultrasonic cleaner
- Help keep accurate anesthesia/surgical medical records

Surgical Pack Sterilization

- Keep surgical materials stocked
- Prepare gown and surgery packs
- Package cleaned surgical instruments in proper procedure trays
- Sterilize above two pack types in autoclave
- Gas sterilize glove packs, towels, plastic surgical parts, eye pack, instruments which will rust; monitor procedure by OSHA standards
- Cold tray sterilization of sharps

Dentistry

- Clean and scale teeth using dental machines and hand instruments

- Polish teeth and do fluoride treatment
- Note dental problems and report to doctor for instructions
- Assist veterinarians doing dental procedures
- Keep accurate dental medical records
- Fill out dental chart
- Take dental x-rays and develop

Medical Records

- Enter all data for hospitalized patients including:
 - Complete admission information for doctors' notations
 - Daily status for doctors' notations
 - Daily status each time a technician touches a patient, with initials, time, procedures and observations
 - Boarding information
 - Hospitalized procedures, surgeries, radiographs, dentistry
 - Hospital examination findings, pre-surgical exam findings, anesthesia risk, incidents, end condition from doctor
 - Time anesthesia begins and how many minutes
 - Time surgery begins and how many minutes; suture material, suture pattern; incision location and size; surgeon's notes
 - Lab tests and results
 - Dental computer charts naming teeth and procedure
 - Injections, medications, fluid therapy
- Carefully credit each doctor for work performed
- Help complete homecare instructions sheet and enter data into the computer
- Help complete physical examination evaluation sheet and enter data into the computer
- Generate estimates and informed consent paperwork

Housekeeping Duties, 5%

Cleaning of surgery, treatment area, recovery, lab and dental treatment areas

Our goal is to keep the medical part of our hospital a clean and sanitary place in which to work and to keep our patients as germ-free as possible.

Daily Housekeeping Tasks:

- Surgery—Clean all surfaces, lights, tables, vacuum and mop floor; launder towels
- Treatment room—Keep tables clean; pick up used syringes, hair and garbage; keep anesthesia and other machines clean, including wheels; vacuum and mop at least every noon and dinner break or as needed; keep counters litter free and clean; vacuum computer keys and clean terminals/printer; keep sliding glass doors shut and free of fingerprints; vacuum and mop floor; keep food and clothing out of the area
- Lab—Keep sink area clean, clean tubes, discard syringes in proper containers, empty trash; keep cupboard and counters clean; vacuum and mop floor; clean glass slides
- ICU room—Cages, remove empty water bowls, change bedding, vacuum and mop floor
- Radiology—Pick up after doing procedure; keep protective gear hung up or lay flat; dust, vacuum and mop floor
- Dental treatment room—Clean up after dentistry or other procedures; polish stainless steel wet sinks; clean machines; vacuum and mop floors
- Hallway to outside—Vacuum and mop; take cardboard and trash to dumpster
- Apartment—Follow the schedule and do your part to keep it clean
- Doctors' office and library—Vacuum and dust

Monthly Housekeeping Tasks or As Needed:

- Wash down all walls in surgery, treatment room, recovery, lab, x-ray room, dental treatment room and thoroughly clean area—inside cupboards, drawers, windows, etc.
- Keep drug and supply storage area neat and clean

Administrative Duties, 3%**Medical Waste:**

- Record every syringe used in the patient's medical record, including size
- Keep all syringes in proper containers until destroying
- Destroy needles and syringes
- Put all sharps in sharps container for kennel staff to incinerate
- Place other medical waste in the container in the recovery room
- Place medical waste from isolation room in special container for that area only

Inventory

- Every day for controlled drugs: compare daily log against anesthesia log, check against computer
- Once a week, count syringes
- Once a year in December, inventory all drugs and hospital supplies; start by December 15 and finish by December 31
- List inventory items needed on want list
- Know how to use the inventory module for ordering, be able to place orders when doctor is unavailable
- Unpack and put away supplies every week
- Stock shelves and drawers in treatment room

OSHA and Material Safety Data Sheets (MSDS)

- Be trained in "Right to Know" OSHA requirements and follow health and safety procedures
- Keep MSDS and hazardous inventory current in master file in hospital library and in the three other areas: treatment room, kennel and reception area
- Keep all secondary containers properly labeled

Other Duties

- Learn the veterinary diagnostic software and assist doctors with accessing information
- Learn the veterinary journal and client information software and teach doctors how to access it
- Help prepare referral forms and file lab reports
- Send out x-ray badges once a month; supervise monitoring badges; file reports
- Answer phones, answer client questions, take care of clients when receptionists need help
- Check to see that animals are clean and have food, water
- Clean kennels when needed during the day; clean kennels and do laundry for the evening shift
- Attend staff meetings and contribute constructive feedback
- Help with parties and special events such as open house

Professional Growth Duties, 2%

- Maintain membership in professional society
- Attend seminars for technicians or general seminars to increase job skills
- Network with technicians from other practices
- Study to increase job performance and skills
- Read veterinary journals