

# Ralston Veterinary Clinic

**Job Title:** Veterinary Technician  
**Reports to:** Veterinary Technician Supervisor(s)  
**Hours Per Week:** 40

**Job Class:** Non-Exempt  
**Date of Preparation:** 7/12/08

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## **EDUCATION AND EXPERIENCE:**

1. High School Diploma or education degree (GED) required.
2. Graduate of an AVMA accredited Veterinary Technician program.
3. State license to work as a Licensed Veterinary Technician.

## **JOB SUMMARY:**

Under the general supervision of a Veterinarian(s), LVT's provide routine paramedical treatment and care of animals to include but are not limited to all areas covered herein. The LVT's goal is to provide superior health care by performing services and recommending products that support a higher quality of life for our client's pets. The licensed Veterinary Technician must consistently exercise discretion of judgment.

## **WORKING CONDITIONS:**

The work setting often can be noisy and malodorous. When working with animals that are frightened or in pain, Technician risks being bitten, kicked, or scratched.

## **ESSENTIAL JOB FUNCTIONS:**

### **1. PHARMACY:**

- Greet customers, weigh patients, and place clients in exam rooms for Doctors.
- Take history when necessary including temperature, pulse and respiration on sick pets.
- Anticipate and retrieve any potential samples and/or services needed prior to the doctor going in to see the client.
- Fill prescriptions as requested; be able to communicate to clients what the medications are for, how to administer, and any possible side effects.
- Document and initial all medication refills in the medical chart properly.
- Input charges for products and services as necessary.
- Communicate with clients (including but not limited to): Puppy and kitten kits, Heartworm and flea products and infestation control, Diabetes management and insulin administration.
- Unpack, check-in and put away shipments.
- Monitor inventory stock in pharmacy area and document products that need to be reordered.
- Board check-ins as necessary.
- Stock and clean exam rooms and the entire pharmacy area.
- Ensure that vaccination refrigerators are kept clean and stocked.
- Complete technician charts for services such as nail trims, suture removal, drain removal, and fluid therapy and invoice services provided.

### **2. TREATMENT:**

- Rounds: physically examine all patients and write on the communication board three times a day.
- Start and complete treatments that Doctors post on the treatment board.
- Do TPRs on all sick patients, especially the patients that are receiving IV fluids or have an IV catheter. Start and complete TPR form, print (TPRLAB) label, and document/record findings.

- Give overnight surgery patient prescribed antibiotic injection, remove bandages from declaws and spays, and check incisions.
- Administer boarder medication when necessary.
- Feed and administer insulin to diabetic boarders, document and report any problems to the assigned Doctor.
- Take radiographs.
- Communicate with clients regarding their hospitalized patient within the limits of your ability.
- Inventory supplies on a regular basis.
- Maintain treatment area to ensure it is clean and presentable for clients.
- Stock medications and supplies commonly used in the area.

### **3. LAB:**

- Perform all lab procedures as follows, but not limited to: Fecals: direct and flotation, CBC/DIFF, Urinalysis, Cytology/Fna, Felv/Fiv, Ochw, and Parvo.
- Prepare samples for shipment to outside laboratory such as: Antech, Kansas, Linclon, Nelco, and Urolithiasis lab.
- Take phone call from clients (if unavailable have receptionist put in voice mail)
- Communicate to clients on follow-up list.
- Perform lab work, retrieve file, and check with appropriate doctor for instructions on “drop off” samples. Document results, communicate findings and complete invoices for services performed.
- Clean and stock lab area.
- Run controls on Heska machines.
- Change the reagent pack on the Hematru as needed.
- Do keep busy list when slow.
- Inventory products and write down reorder needs.

### **4. DENTAL:**

- Perform all dentals in the time allotted for each doctor.
- Clean and polish teeth.
- Ability to identify oral pathology and potential extractions and report finding to the appropriate doctor.
- Pull teeth when necessary.
- Apply Ora-Vet as directed.
- Take dental radiographs as requested by doctors.
- Fill out paper work and place in doctor’s bin in the laboratory.
- Pick up daily after all dentals are completed.
- Clean anesthesia machine, dental sink, counter tops, and lights.
- Clean and do maintenance on dental machines as needed.
- Stock all dental equipment.

### **5. SURGERY:**

- Pull blood on surgery patients that need pre-anesthetic screen, Felv/Fiv, and heartworm test.
- Induce anesthesia according to the patient’s blood work, if available, and the doctors preferred induction protocol.
- Shave and prepare patient for surgery.
- Assist doctors during surgical procedures either as a circulating technician or sterile technician.
- Recover patients post surgery.

- Communicate with clients how patients are recovering from phone call list after procedure is complete.
- Clean surgery area post operatively.
- Clean surgery instruments, prepare surgery packs, and sterilize instruments.
- Prepare and sterilize surgical gowns and drapes.
- Conduct regularly inventory checks and order supplies as needed.
- Stock surgical area.

**BEHAVIORAL REQUIREMENTS:**

- Foster a positive and productive working environment.
- Maintain a high level of professionalism at all times.
- Abide by all safety policies and foster a safe working environment.
- Abide by all company policies and procedures and adapt to change in those policies and procedures as needed.
- Strong attention to detail.
- Good attendance.
- Work towards ensuring a consistent level of care for all patients.
- Follow through on assigned tasks.
- Find ways to be innovative and creative to develop current and potential future policies and procedures.
- Be able to handle a high stress environment while multitasking and still maintain a professional and positive attitude.
- Attend monthly staff meetings.

**INTERPERSONAL REQUIREMENTS:**

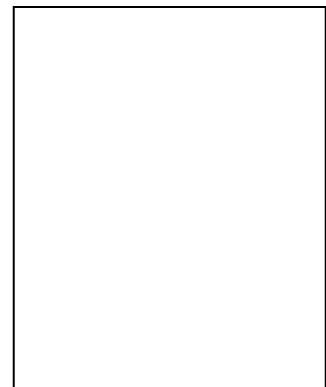
- Ability to communicate to and treat all patients, visitors, clients, doctors, and coworkers with courtesy, respect, and concern.
- Ability to present a positive image of RVC at all times through actions and words.
- Ability to be self-managed.
- Be aware of how the decisions you make and actions that you take affect all the other departments within the Company.
- Be willing to assist other departments as needed
- Communicate concerns to your supervisor in a timely, professional, and constructive manner.
- Develop confidence to lead coworkers when the need arises and also be able to accept directives as necessary
- Fulfill tasks or duties as requested by doctors, supervisors, receptionists and/or coworkers
- Ability to maintain confidentiality.

**DIRECT REPORTS:**

None

**INDIRECT REPORTS:**

None



**PHYSICAL REQUIREMENTS:**

0-24%

25-49%

50-74%

75-100%

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read forms, medical charts on computer, and labels on products, cleaners, and medications.				X
Hearing: Must be able to hear well enough to communicate with co-workers and clients both in person and on the telephone.				X
Standing/Walking:				X
Fingering/Grasping/Feeling: Must be able to operate computer. Must be able to manipulate dental tools.			X	
Stooping/Kneeling and Reaching: Frequent stooping, kneeling and reaching to access patients, files, stocked items, etc...				X

**PHYSICAL DIMENSION for Lifting, Carrying, Pushing, and Pulling:**

Must be able to lift, carry, push, or pull 50 lbs of weight 50 yards.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.