



**UNIVERSITY VETERINARY
CARE CENTER, P.A.**

2619 SW 17th Street
Topeka, KS 66604
(785) 233-3185

— JOB DESCRIPTION —

VETERINARY TECHNICIAN

Classification: This is a nonexempt position under the Fair Labor Standards Act (FLSA)

Reporting Structure: The Veterinary Technician is under the direct guidance and supervision of the Lead Veterinary Technician, the Practice Manager and Veterinarians who will indicate general assignments, limitations and priorities. Recurring assignments are performed independently. Deviations or unfamiliar situations are referred to their immediate supervisor.

Veterinary Technician Objectives: The Veterinary Technician assists the doctors to the fullest possible extent, to help improve the quality of care given to the patients, and to aid the doctors in achieving greater efficiency by relieving them of technical work. The Veterinary Technician assists in multiple procedures providing care for animals including physical examinations, dental procedures, surgeries, immunizations, euthanasia as well as client education, marketing and inventory maintenance. This position requires a working knowledge of pharmaceutical drugs, common diseases; their symptoms, means of transmission, treatment and prevention.

Position type and expected hours of work:

- Full or Part-Time
- 9-hour Shifts Monday – Friday
- Rotating weekend shifts may be required
- Overtime may be required

Education and Experience:

- Credentialed Kansas Veterinary Technician required
- Previous Veterinary Technician experience preferred

ESSENTIAL FUNCTIONS:

Technical:

- Knowledge of the procedures used for receiving, treating, and scheduling patients with skill, compassion and care.
- Ability to observe animal appearance and activity for general physical condition, obvious signs of illness, disease, and discomfort.
- Assist in maintaining inventory of pharmaceuticals, equipment, and supplies.
- Exhibit a technical knowledge of products and medications sold, including dietary products.
- Obtain and record patient histories in the Impromed Infinity veterinary software.
- Collect specimens and perform routine laboratory procedures and tests in hematology, biochemistry, chemistry, microbiology, urinalysis, and serology to assist in the diagnosis and treatment of animal health problems

- Dispense and administer medications, vaccines, serums and treatments as prescribed by veterinarians.
- Administer fluids and blood products as prescribed by the veterinarian.
- Administer and monitor anesthesia under the direction of a veterinarian.
- Provide specialized nursing care for injured or ill animals.
- Prepare patients, instruments and equipment for surgery.
- Assist in diagnostic, medical, and surgical procedures using a range of high-tech diagnostic equipment including electrocardiographic, radiographic and ultrasonographic equipment.

Customer Service

- Communicate with and educate owners.
- Maintain knowledge of preventative healthcare recommendations in order to answer client questions, provide education on vaccines, flea and heartworm products, and assist in marketing veterinary services from which their pet would benefit.
- Educate clients on products and medications sold including dietary products and answer questions regarding products purchased and/or used.

Veterinary Policies/Procedures/Equipment

- Display knowledge and understanding related to federal and state animal health laws and regulations including OSHA and DEA.
- Assure that monitoring and support equipment such as anesthetic machines, cardiac monitors, scopes and breathing apparatus are in good working condition.
- Knowledge of the use, care, and storage of veterinary instruments, materials, and equipment.
- Clean, maintain and sterilize instruments, equipment, and materials

COMPETENCY:

Basic Skills

- Exercise considerable judgment in applying professional knowledge in solving nursing problems within established policies and practices.
- Possession of strong organizational skills and the ability to multi-task.
- Knowledge of the spelling and meaning of commonly used terminology of veterinary medicine.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Critical thinking – Understanding logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Regular attendance and timeliness are essential to fulfill the requirements of this position.

Communication Skills

- Strong communication and client service skills. Considerable tact and diplomacy are required. Ability to work with clients and patients in a professional, friendly, hospitable manner.
- Knowledge of principles and processes for providing client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
- Excellent verbal and written communication skills. Possess exceptional interpersonal communication skills.
- Requires active listening skills, giving full attention to what other people are saying, taking time to understand the points be made, asking questions as appropriate and not interrupting at inappropriate times.
- Requires telephone conversations, use of electronic mail and written correspondence.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Amount of Time Spent on Task

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	

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

Amount of Time Spent on Lifting Amounts

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 50 pounds				X
Up to 100 pounds		X (with assistance)		
More than 100 pounds		X (with assistance)		

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust to focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee has potential to be exposed to hazards including but not limited to: aggressive patients (and risk of injury there from), animal wastes, exposure to zoonotic or infectious agents, unpleasant odors and/or noises, exposure to various chemicals and medications, radiation, strenuous or repetitive physical activity, etc.

Follow federal and state animal health laws and regulations including OSHA and DEA.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

University Veterinary Care Center, P.A. is an equal opportunity employer. It is the policy of the practice to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status. The practice will conform to the spirit as well as the letter of all applicable laws and regulations. The practice will take action to employ, advance in employment and treat qualified veterans and disabled veterans without discrimination in all employment practices.

I have read and understand the Veterinary Technician Job Description.

Employee Signature: _____ Date: _____