



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

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

**— JOB DESCRIPTION —
VETERINARY ASSISTANT**

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

Reporting Structure: The Veterinary Assistant operates under the supervision of the Lead Veterinary Technician and Practice Manager. The Veterinarians provide continuing or individual assignments indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of assignments.

Veterinary Assistant Objectives: The Veterinary Assistant assists the veterinarians and technicians with patient care and treatment, monitors hospitalized pets, prepares prescriptions, performs routine in-house laboratory work, educates clients regarding veterinary care and procedures, and assists with the set-up and clean-up of surgical procedures at University Veterinary Care Center, P.A. The Veterinary Assistant uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to their immediate supervisor for help.

Position type and expected hours of work:

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

Education and Experience:

- High school diploma or equivalent
- Previous veterinary experience preferred

ESSENTIAL FUNCTIONS:

Clerical

- Review medical records and notes made by the admitting receptionist in order to discern the nature of the visit and any tests or procedures that may be needed.
- Ensure all procedures rendered during the visit are documented for proper billing. Ensure that all vaccinations, procedures, notes, etc. have been documented in the medical record.

Customer Service

- Demonstrate warmth, courtesy and professionalism in all interactions with clients. Exercise compassion and care in all interactions with patients.
- Communicate with clients regarding the medical status of their pet. Provide accurate information to clients concerning fees, hospital policies and procedures, etc.
- Instruct clients as to what they should do prior to bringing their pets in for procedures, how to care for their pets after discharge from the hospital, how to administer medications, etc.

- Educate clients regarding preventive medicine and vaccination requirements.
- Follow established procedures in order to assist veterinarians with examinations and facilitate the flow of clients and patients through the out-patient clinic. Consult with veterinarians on a daily basis to plan each day's activities. Keep doctors apprised of potential problems, discussions with clients, etc.

Technical

- Restrain animals in a safe, efficient and compassionate manner during examinations and procedures. Know how to properly handle difficult or contagious animals.
- Obtain and prepare all laboratory samples, vaccinations, routine treatments, and paperwork for the veterinarian.
- Advise the veterinarian of the information already known such as the nature of the visit, preventive procedures due, tests that are to be run, etc.
- Help restrain patients for radiographs following proper safety procedures.
- Perform routine nail trims and weight checks.
- Give injections, as directed by veterinarian - intravenous, intramuscular and subcutaneous.
- Promote the practice's products, programs and services. Utilize passive marketing. Make suggestions to clients about products appropriate for their pet's condition.
- Accurately dispense prescription medications as directed by veterinarian. Prepare prescription labels and appropriately package medications. Ensure that medications are added to the patient's record and appropriately charged to the client.
- Clean and straighten exam rooms, treatment and lab areas. Restock exam rooms with supplies as needed. Assist other team members to keep the public areas of the practice clean and well maintained. Clean and maintain all medical equipment as required.

COMPETENCY:

Basic Skills

- Possession of strong organizational skills and the ability to multi-task.
- Knowledge of the spelling and meaning of commonly used terminology of veterinary medicine to accurately record results of tests and file veterinary medical reports according to alpha, numeric or subject matter headings.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Organize work area and exercise time management skills to maximize personal efficiency within the practice.
- Knowledge of proper methods of animal restraint.
- Apply knowledge and skills in controlling/handling individual animal temperament
- Regular attendance is essential to fulfill the requirements of this position.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.

Technical Skills

- Knowledge of computers and relevant software applications including MS Office (Word) and Impromed Infinity veterinary software.
- Perform routine maintenance on equipment and determine when and what kind of maintenance is needed.

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 Assistant Job Description.

Employee Signature: _____ Date: _____