

~ ANIMAL HEALTH TECHNICIAN ~

INTRODUCTION

Veterinary technicians are under the direct guidance and supervision of the doctor and practice manager. Incumbents of this position are required to assist the practitioners to the fullest possible extent, to help improve the quality of care given at Braelinn Animal Hospital, and to aid the practitioners in achieving greater efficiency by relieving them of technical work and administrative detail.

PURPOSE

- To be efficient, very pleasant, courteous, polite, concerned and helpful to all clients under all conditions and at all times.
- To see that the client leaves the office with another visit scheduled for their continued health care. Contribute your part to the three “R’s”: Recall, Reminder, Recheck appointment.
- To keep the practice organized, ensuring a smooth and efficient client flow.
- To recommend all necessary laboratory work, such as pre-anesthetic profiles, heartworm tests, feline leukemia tests, senior physicals, that is necessary for optimum patient care.
- To recommend all vaccinations that are necessary for optimum patient care.
- To recommend products such as flea control, vitamins, diets and dentals that are necessary for optimum patient care.

MAJOR DUTIES

- Prepare for office hours by stocking drawers in exam rooms and treatment area, by drawing up vaccines, setting up syringes, and assuring that drugs and equipment are ready. Provide restraint of pets for examination and treatment by veterinarian. Prepare medications (both injections and dispensed medications) for both outpatients and inpatients.
- Help doctor administer anesthetics; prepare patients for surgery; monitor patients during surgery and recovery; assist in surgery; administer fluids; perform support therapy to patients in surgery and post-op; remove and ready next patient.
- Properly clean, pack and autoclave all surgical materials after they are used. Keep the operating room properly stocked and prepared for surgery.
- Help the doctor: treat patients; assist in medical or surgical procedures such as irrigating wounds, medication, cleansing wounds, and bandaging. Perform the full range of "tableside" assistance to the practitioners.
- Perform clinical laboratory procedures such as fecal flotation exams, heartworm checks, skin scrapings, urinalysis, fungal cultures, draw blood for laboratory analysis. Prepare samples for shipment to laboratory

and prepare laboratory forms. Perform other in-house tests such as parvovirus tests and feline leukemia virus tests. Maintain file of lab test results and ensure patient records have test results recorded in them.

- Take and process all radiographs.
- Perform in-clinic dewormings, record patient weights and temperatures, record observations on patient status such as nature and amount of vomitus, bowel movements, and urinations. Perform ear flushings and pluckings, dentistry's for dogs and cats. Monitor vital signs on all patients.
- Assist kennel personnel in keeping patients clean and dry at all times.
- Admit and discharge patients on the doctor's orders, being especially careful to ensure that patients being discharged are well groomed and in a medically appropriate state. Answer client questions one-on-one on various aspects of animal care up to, but not including, controversial items and/or those best left to the veterinarians. Pass on information/advice from the practitioners; explain dosage/purpose of medications; reinforce through discussion the proper care and procedures that should be followed at home. Call back/follow-up with clients concerning certain patients; recommend additional visit if patient's progress does not appear satisfactory.
- Assist the receptionist when necessary and assume her duties during her absence.
- Maintain an appropriate inventory of all supplies as dictated by the inventory control system. Inform office manager as needed about items that need to be ordered. Unpack boxes of medical supplies, mark prices, check expiration dates, rotate stock and store. Keep abreast of over-the-counter products and their usage such as flea control and skin products, vitamins, and pet foods. Also understand usage and recommendations for such prescription drugs as heartworm preventative and prescription flea control products.

CONTROLS OVER WORK

The practitioners provide continuing or individual assignments indicating generally what is to be done, limitations, quality and quantity expected deadlines and priority of assignments. The practitioners provide additional, specific instructions for new, difficult or unusual assignments in animal health care, including suggested work methods or advice on source materials available. The Animal Health Technician uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the practitioner for decision or help. The practitioners assure that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments, if the technician has not previously performed similar assignments. The Practice Manager may provide administrative supervision.

ADVANCEMENT:

Veterinary Technicians in this practice will be taught and trained to the limits of their potential. If, during training, an individual shows Interest in a specific field, such as radiology or anesthesiology, continuing education in that field will be encouraged. Such encouragement may be in the form of outside courses or formal training given in the practice.

OTHER SIGNIFICANT FACTS

Skill and Knowledge:

- Knowledge of the procedures used in Braelinn Animal Hospital for receiving, treating, and scheduling patients, for ordering medical supplies, and requesting laboratory tests.
- Knowledge of the use, care, and storage of veterinary instruments, materials, and equipment.
- Knowledge of sterilization techniques to sterilize various instruments and materials.
- Knowledge of the instruments, materials, and standardized procedures used in the full variety of treatments to make preparations and provide "tableside" assistance.

Physical Effort: Work often requires lifting and carrying animals which may weigh upwards of 100 lbs. Will be assisted by animal handlers in working with larger animals. Walks or stands for extended periods of time; frequently works in bent position.

Working Conditions: Work often exposes the Animal Health Technician to unpleasant odors and noises. May be exposed to bites, scratches, and animal waste; may also be exposed to contagious diseases.