



LICENSED VETERINARY TECHNICIAN JOB DESCRIPTION

Starting salary ranges Tech/CVT 16.00 - 21.00

Veterinary technicians may also be identified as registered veterinary technicians, certified veterinary technicians, animal-health technicians, or veterinary nurses. In many states, veterinary technicians are required to have completed an AVMA-accredited veterinary-technician program prior to passing the state's requirements for certification or registration.

Veterinary technicians must have a broad knowledge of animal science, medicine, and husbandry, including a basic knowledge of pharmacology and sufficient mathematical skills to ensure the administration of accurate drug and fluid doses. They must be able to successfully restrain animals, complete clinical laboratory tests, use multiple radiology techniques, administer and monitor animals under anesthesia, assist in surgery, and perform dental procedures. Technicians must also deliver compassionate nursing care.

General Knowledge and Tasks

General Knowledge

- Know the range of services the practice provides and the species it treats.
- Be reasonably familiar with breeds and coat colors.
- Follow OSHA standards. Be able to find Material Safety Data Sheets quickly.
- Know and use standard medical and business abbreviations.
- Use proper medical terminology when speaking and writing.
- Be familiar with infectious diseases, including their prevention and steps to reduce or eliminate transmission. Know the most common zoonotic diseases (infections from animals to humans).
- Competently speak and write the English language.

General Tasks

- Always be in position and prepared to work at the start of each scheduled shift.
- Maintain accurate personal time cards.
- Maintain a professional appearance while at work, including clean uniforms or clothes. Change clothes during shifts as necessary to look professional and avoid carrying odors.
- Smile and maintain an even, friendly demeanor while on the job.
- Perform job tasks efficiently without rushing, but in a timely manner.
- Promote a positive attitude among staff.
- Handle stress and pressure with poise and tact.
- Be willing and available to stay late, when needed, to assist with emergency or critical-care patients.
- Show respect for clients, team members, and animals (alive or deceased) at all times.
- Have the physical strength and ability to stand for an entire shift when needed, and be able to lift pets and objects weighing up to 40 pounds without assistance. Assist in lifting patients weighing more than 40 pounds.
- Assist other employees as needed. Avoid waiting for coworkers to ask for assistance.

- **Maintain your personal veterinary technician certificate, license, or registration.**
- Participate in your performance appraisal, and, as requested, in those of others.
- Participate in **all** required staff and training meetings.
- Keep up with new developments in the field by reading journals and attending continuing education. Attend off-site CE as required by the practice manager or as required to maintain your license.
- Maintain strict confidentiality regarding clients.
- Be prepared to handle any pet or facility emergency that may arise, including dog or cat fights, choking or strangulating animals, and facility fire or weather-related emergencies.

Procedural Tasks

- As patients are admitted make sure that all paper work are ready with Dr's orders.
- ICU charts needed to be made for sick, transferred and hospitalized animals at all times, no patient should be placed in a kennel without an identification and reason.

Patient-Discharge Tasks

- Prepare medications and prescriptions for dispensing as directed by the doctor. Ensure that each prescription label contains the following information: doctor's name; practice's name, address, and phone number including area code; date; patient's and client's name; medication name, strength and volume (or number); administration instructions including route of administration, such as by mouth or in the ear. 2 Initials on the container must be present.
- Dispense medications. Discuss administration or application and potential side effects with owners as directed by doctors.
- Discharge patients. Instruct clients on the care of patients at home, the timing of recheck appointments, and warnings of adverse effects of surgeries or medications.
- Assist grieving clients and comfort them. Be familiar with the grieving process. Always be sensitive to background chatter or conversations that could exacerbate the anxieties and grief clients experience during euthanasia procedures or the death of their pets.
- Discharge information should be ready and prepared before the client arrive for quick discharge and to avoid client waiting in the room.
- Handle angry or grieving clients with a calm and reassuring manner.
- Assist clients to their vehicles if needed.
- Be sure that the euthanasia form is given to the proper staff.

Medical-Record Management Tasks

- Be able to perform all needed functions of Cornerstone.
- Record charges accordingly when administered.
- Make notes in patient computer files of all relevant phone or in-person conversations with clients, especially when notifying them of lab results. Place your initials after the entries.
- Verify and/or witness clients' statements regarding procedures, including euthanasia.

Nursing-Care Tasks

Basic and Environmental Tasks

- Prioritize tasks to maximize clients' satisfaction and patients' health.
- Provide occupants with clean, soft bedding.
- Maximize patients' comfort with a gentle and reassuring manner. Understand that actions that would constitute animal cruelty under state or local laws or the practice's policies will be grounds for immediate reprimand and/or termination.
- Monitor patients for vomit, blood, urine, and feces in the cage, and clean patients and cages as needed. Note unexpected incidents on cage cards or charts.
- Monitor patients' behaviors and note potentially aggressive behaviors. Use caution when handling pets. Request assistance when needed.
- Monitor changes in patients' conditions. Alert doctors to significant changes.
- Follow isolation procedures. Prevent contact between contagious animals and others. Using the designated products and dilutions for disinfectants, properly disinfect your shoes, hands, and clothing before leaving isolation areas.
- Accurately assess patients' temperatures, pulse rates, and respiratory rates and follow the treatment sheet.
- Clip hair in a manner that minimizes clipper burn.
- Complete and update ICU sheets
- Properly label IV fluid bags with the appropriate sticker when any medications are added to the bag.
- Use warning stickers and notations on cage cards and records as appropriate.
- Prior to discharge, remove patients' catheters and clean patients so that no body fluids or excrement are present.

Patient-Treatment Tasks

- Understand the mechanics and application of standards of asepsis.
- Properly calculate medication dosages and volumes of liquids or tablets to be administered to patients.
- Maintain IV catheters so fluids flow freely; flush and clean as needed.
- Monitor and maintain urinary-collection bags. Record urine production on charts.
- Administer IV, IM, SQ, and oral medications.
- Provide IV and SQ fluid therapy to patients. Maintain aseptic conditions. Understand the different types of fluids and additives used in the practice. Calculate, add, and administer medications through fluids. Calculate and administer proper fluid flow rates to patients as directed by a doctor.
- Monitor, adjust, and maintain IV infusion pumps.
- Apply wound dressings and treatments. Maintain a clean site. Understand the applications for wet, dry, and wet-to-dry dressings.
- Apply bandages in a manner that ensures that the bandage protects and/or limits mobility and remains properly applied. Cover and maintain bandages as needed to preserve function and cleanliness.
- Administer ear treatments without causing trauma, and teach clients how to complete this task.

Technical Tasks

General Technical Tasks

- Restrain pets in a manner that allows necessary work to be performed, minimizes patient stress, and ensures their safety and that of other people.
- Safely and effectively apply and use restraint devices, including muzzles, towels, gloves, cat bags and calming caps.
- Perform venipunctures using patients' cephalic, saphenous, and jugular veins in a manner that minimizes trauma to patients and injury to veins and allows you to successfully obtain nonhemolyzed blood samples.
- Collect urine and fecal samples. Use fecal loops for stool collection as needed. When required, perform urinary catheterizations on male dogs or cystocenteses on male and female dogs, cats.
- Aseptically place cephalic, saphenous, and jugular intravenous catheters without causing patient trauma.
- Perform needle aspirates and stain them as requested, to ensure a good sample has been collected, stain and review microscopically before the patient leaves to see if another sample needs to be collected.
- Set up and record diagnostic multi-lead ECG tracings.
- Make effective smears from vaginal swabs.
- Assist with euthanasia procedures. Hold off veins and release pressure at appropriate times when catheters are not used.

Emergency-Care Tasks

- Provide basic life support, including CPR, airway maintenance, and oxygen therapy.
- Apply temporary bandages or splints.
- Know where to find the emergency drug kit. Make sure products have not expired, and understand the basic uses for these drugs.
- Control bleeding using pressure bandages.
- Provide fluid and pharmacologic therapy under veterinary supervision.
- Provide cooling baths for heatstroke patients.

Laboratory Tasks

- Understand the paperwork and procedures of outside laboratories used by the practice.
- Maintain all laboratory test kits and reagents under proper environmental conditions
- Make slides of body fluids. Air-dry and stain them as directed.
- Make blood smears with properly feathered edges to ensure accurate interpretation.
- Evaluate blood smears to accurately assess platelet numbers, red and white cell morphology, and differential white counts. Recognize blood pathogens.
- Maintain stains and other supplies to ensure the best results. Prevent contamination of stains and replace them when ineffective or contaminated.
- Use proper stain techniques to maximize the diagnostic capability of prepared slides.
- Perform urinalysis. Measure specific gravity. Evaluate urine sediments for crystals, cells, and other material.
- Perform fecal examinations, including direct and flotation procedures.
- Complete routine ELISA tests, such as heartworm and feline viral tests.
- Perform CBCs and differentials, Chemistries, Electrolytes and any blood tests we provide.
- Set up, centrifuge, and read hematocrits.