



Pet Network Community Hospital Position Description

Job/Position Title: Veterinary Technician

STATUS: Nonexempt

DATE: June 2022

Primary Purpose: Pet Network Humane Society is in the process of opening a community hospital to provide veterinary care for pets in Incline Village, Nevada and the surrounding areas. The individual in this position will work directly with the Director of Community Medicine to initiate and implement veterinary services including dentistry, surgery, and urgent care. We are looking for an individual to provide input on workflow in the hospital and scheduling of appointments and procedures and to assist the veterinarian in implementing that workflow upon opening the community hospital.

Essential Duties/Responsibilities:

1. Works directly with the Director of Community Medicine to develop a strategy for providing veterinary services at the community hospital. This includes direct input on appointment and procedure scheduling to optimize quality of care while improving efficiency. Develops checklists for routine protocols to assure consistency. Provides ideas and feedback to Director on improving services and efficiency.
2. Trains and directs veterinary assistants in the implementation of treatments and protocols.
3. Prepares dental and surgical suites in advance of surgical procedures. Maintains exam room inventory and equipment. Monitors anesthesia during procedures. Assists in some surgical procedures. Provides care to animals during recovery from anesthesia.
4. Prepares animals for dental and surgical procedures including IV catheter placement, anesthesia induction, endotracheal tube placement, and setting up monitoring equipment. Express bladders, shave and prep surgical sites.
5. Provides dental prophylaxis for client animals including dental radiographs, autoscoring and polishing teeth. Educates clients on at-home dental prophylaxis.
6. Updates basic medical protocols and checklists to address issues as they are identified.
7. Assists with dental and surgical consultations including restraining animals, recording medical history, and scheduling subsequent procedures.
8. Collects lab specimens including blood, urine, and fecal samples and runs analyses in house or prepares samples to be sent to outside labs. Prepares blood smears and fecal floats.
9. Under the supervision of the veterinarian, provides treatments for inpatient and outpatient animals including administration of medications, monitoring urine and fecal output, feeding, and fluid therapy. Enters these services in the medical record.
10. Fills medications for patients and helps with managing inventory. Assists in logging controlled drugs and maintaining drug logs.
11. Educates clients on at-home care such as subcutaneous fluid administration, administering medications, bandage changes, monitoring wounds and surgical sites.
12. Responsible for overall cleanliness of the surgery suite and all equipment and kennels within including proper care, cleaning and sterilization of instruments, care, cleaning and maintenance of the sterilizer, T-pump and clippers, vacuums, instrument cleaning machine, dental machine, anesthetic machine etc.
13. Assist the public with pre-op instruction; identify high risk management surgeries and explain risks with public; and communicate discharge instructions in a clear and professional manner.

Working Conditions:

Majority of the time will be spent in the exam rooms and surgery suite.

Equipment Used: stethoscope, autoclave, microscope, recirculating heating pad, syringes/needles, fluid pump, computer, clippers, pole stick, loop sticks, microchip scanner, copier machine, weight scales and traps.

Uniforms: Must wear assigned scrub uniform with imprinted PNHS logo and embroidered name or name tag and closed toe shoes.

Work Hours: Hourly position. Initial schedule will be Monday through Friday 8am-5pm but will eventually change when we start to offer urgent care services. We will eventually be moving to a Thursday through Sunday schedule wherein we will be open 11am to 8pm.

Mental Demands:

Requires medical knowledge, self-confidence, decisiveness, alertness, ability to make decisions efficiently under stress, attention to detail and accuracy. Ability to multitask and handle stress is vital. There is a significant amount of responsibility regarding the well-being of the animals. Must be able to educate, instruct, and empathize with owners.

Physical Demands:

- Must be able to lift at least 50 pounds and be able to hold and restrain dogs and cats of all sizes.
- Familiarity with animal behavior is helpful to avoid injury.
- Must be able to work at a fast pace when necessary.
- Must be able to respond quickly to emergencies.
- Efficiency and expediency is required to fulfill required responsibilities.

Minimum Requirements:

- Nevada Veterinary Technician license or ability to obtain one within a reasonable time period of starting at the position.
- Familiarity with animal diseases and behavior.
- Must be sufficiently computer literate to be able to learn and use our computer software (Ezyvet) and any other program that the veterinary department needs to access. This includes, but is not limited to, inputting microchip, surgery and owner information, veterinary procedures and findings, and creating health records and cage cards.
- Public relations and customer service skills.

General Qualifications:

- Must have a passion for animals and support the mission of Pet Network Humane Society and Community Hospital.
- Must treat animals humanely, with love and concern and transmit these values to others.
- General knowledge of pet behavior and care.
- Ability to work with all kinds of animals in a safe and responsible manner.
- Positive attitude a must!

Additional Qualifications that would benefit this position:

- Previous experience and/or exposure to shelter medicine or spay and neuter programs.
- Good sense of humor as the Medical director has a hard time taking himself seriously.

Employee Printed Name:_____

Employee Signature_____

Date:_____

