

-VAN STAVERN SMALL ANIMAL HOSPITAL-

- JOB DESCRIPTION -

VETERINARY ASSISTANT – LEVEL 2

INTRODUCTION

Level 2 Veterinary Assistants are under the direct guidance and supervision of the doctor(s). Incumbents of this position are required to assist the practitioners to the fullest possible extent, to help improve the quality of care given to the patients of Van Stavern Small Animal Hospital, and to aid the doctors in achieving greater efficiency by relieving them of technical work and administrative detail. In addition to the doctor(s), Level 2 Veterinary Assistants report directly to the Practice Manager &/or Veterinary Assistant Team Leader.

MAJOR DUTIES

- Prepare for office hours by stocking drawers in exam rooms and treatment area, drawing up vaccines, setting up syringes and assuring that drugs and equipment are ready for use. Provide restraint of pets for examination and treatment by the veterinarian. Prepare medications (both injections and dispensed medications) for outpatient, hospitalization and surgical cases.
- Ensure a smooth and timely flow of outpatient appointments from admission to discharge.
- Help doctors 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 doctors.
- Perform clinical laboratory procedures such as fecal flotation exams, heartworm examinations, skin scrapings, urinalysis, fungal cultures and draw blood for laboratory analysis. Prepare samples for shipment to laboratory and prepare laboratory requisition forms. Perform other in-house tests such as parvo virus tests and immunoglobulin transfer 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. Properly file or store radiographs after doctor has reviewed and interpreted them so that they are properly filed or stored and easy to locate in the future.
- Perform in-clinic procedures such as dewormings, record patient weights and temperatures, record observations on patient status such as nature and amount of vomitus, bowel movements, and urination. These procedures may include, but will not be limited to performing ear flushes and plucks, enemas and dental prophylaxis for dogs and cats. Monitor vital signs on all patients. Aid in the restraint and treatment of these patients as needed.
- Assist kennel personnel in keeping patients clean and dry at all times. Ensuring that all patients are clean, comfortable and well kept is the responsibility of the entire healthcare team, but the Veterinary Assistants are primarily responsible.
- 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 doctors; explain dosage/purpose of

medications; reinforce through discussion the proper care and procedures that should be followed at home. Inform client when they should return for the patient's medical progress examination.

- Conduct medical call backs with clients concerning certain patients; recommend additional visit if patient's progress does not appear satisfactory.
- Assist the receptionist when necessary and assume their duties during one's absence if and when needed.
- Maintain an appropriate inventory of all supplies as dictated by the inventory control system. Inform appropriate member of management (e.g. Practice Manager or inventory manager) as needed about items that need to be ordered. Unpack boxes of medical supplies, mark prices, check expiration dates, rotate stock and store. Make sure all products and literature are identified with labels. 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 doctors provide continuing or individual assignments indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of assignments. The doctors 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 Level 2 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 the doctors or Veterinar Assistant Team Leader for decision or help. The doctors 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 Level 2 Veterinary Assistant has not previously performed similar assignments. Administrative supervision may be provided by the Veterinary Assistant Team Leader and/or Practice Manager.

ADVANCEMENT

Veterinary Assistants 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 a subsidy for taking outside courses or formal training given in the practice.

OTHER SIGNIFICANT FACTS

Skill and Knowledge:

- Knowledge of the procedures used for receiving, treating, and scheduling patients; 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

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to bend, stand, stoop, walk, sit, talk, and listen; may be required to walk or stand for long periods of time; will use hands to manipulate, handle, or feel; will reach with hands and arms. The employee is often required to lift and carry animals weighing fifty pounds or more; handle dogs weighing up to 150 lbs.

WORK ENVIRONMENT

While performing the duties of this job, the employee is exposed to hazards associated with aggressive patients; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases.