

# Animal Medical Center



*Compassionate Care for Pets*

## **JOB DESCRIPTION: Technician Assistant I**

### **REPORTS TO: Technician Supervisor**

### **FUNCTION:**

Technician Assistants have a very challenging job. Your primary function as a Technician Assistant is to make the technicians and doctors work flow smoothly. Your job is demanding and rewarding, and frequently stressful. Whatever the circumstances, it is your duty to project the competence and empathy that is fundamental to our practice philosophy.

### **DUTIES and RESPONSIBILITIES**

- Walking and feeding animals – you must know when and where and understand NPO.
- Perform animal restraint for treatments, nails, ears, venapuncture, IV cath (cephalic and jugular), and outpatients in rooms.
- Clean cages and runs.
- Knowledge of the hospital daily routines.
- Be able to interpret charts and have knowledge of abbreviations.
- Be able to prepare and interpret client estimates.
- Be able to enter information on the Patient Visit List.
- Be able to setup fecals with and without centrifuge
- Ability to analyze fecals with supervision.
- Assist with laundry, assuring that patient bedding is dry and clean and that surgery linens are dry and clean.
- Ability to prepare an exam room for a patient visit.
- Knowledge of medical waste protocol.
- Maintain technician area (Techland) cleanliness and orderliness.
- Ability to prioritize tasks
- Ability to prepare vaccinations and knowledge of vaccine protocol for canine, feline, and ferret.
- Begin prescription labels with supervision.
- Ability to perform OHW, PARVO, FeLV, FIV tests with supervision.
- Ability to perform CBCs and Chemistry panels with supervision.
- Able to assist taking digital radiographs (restraint and pedal) and be familiar with setup, login, and computer.
- Ability to inventory and stock exam rooms.
- Recognize dangerous animals and associated codes “B”, “C”, etc....and know when to relay or defer to others.
- Ability to determine what needs to be seen (sick pets, annual exams, surgeries, etc.).
- Begin shadowing technician calls.
- Other duties as assigned.

## **POSITION REQUIREMENTS**

### **EDUCATION**

- High School diploma preferred.
- Must complete tech training program upon hire.
- College science coursework desirable.

### **EXPERIENCE**

- Less than 1 year of experience in the veterinary field.

### **PERSONAL**

- Must be able to work under the broad general administrative supervision of the Hospital Administrator and Human Resources Manager.
- Must maintain proper appearance and personal conduct at the front desk.
- Must adhere to the policies and procedures as outlined in the Employee Manual.
- Must be able to communicate with staff and clients using considerable tact and diplomacy.
- Ability to work well with other staff members and supervisor.
- Possess strong communication skills, able to communicate clearly to doctors, staff, and clients.
- Possess strong computer skills.
- Ability to be flexible and adapt professionally to change.
- Possess a good understanding of hospital policies and procedures.
- Possess strong organizational skills.
- Ability to keep a clean working environment.
- Must be able to restrain animals up to, and in excess of, 75 lbs. safely and effectively without assistance
- Must be able to lift, without assistance, up to 50 lbs; up to 100 lbs. with assistance.
- Must be physically able to bend, twist, and carry animals several times daily.