

Animal Medical Center



Compassionate Care for Pets

JOB DESCRIPTION: Technician Assistant II

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 desire to learn and succeed has put you in the Technician Assistant II position. 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 and analyze without 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.
- Ability to perform OHW, PARVO, FeLV, FIV tests without supervision.
- Ability to perform CBCs and Chemistry panels without supervision.
- Able to request and perform digital radiographs and be familiar with setup, login, and computer.
- Ability to perform X-ray positioning.
- Ability to prepare surgery packs with supervision.
- Perform reflotron strips, urine test strips, skin scraping tests, ringworm sample collection ear smear sample collections, sample staining, flourescein dye tests and schirmer tear tests with supervision.
- Prepare samples for outside reference labs (TVMDL, MN, GREER, other).
- Ability to handle tech calls with little assistance.
- Perform injections, subcutaneous, intramuscular, venapuncture with supervision.
- Ability to inventory and stock exam rooms.
- Knowledge of retail inventory items and their uses.

- Working knowledge of opening and closing protocols.
- Ability to perform nail trims with supervision.
- Ability to clean ears with supervision.
- Be familiar with admitting surgery and hospital cases.
- Ability to read and understand charts (SOAP).
- Knowledge of deceased pet protocol.
- Knowledge of rabies protocol.
- Knowledge of isolation protocol.
- Ability to assist with anesthetic induction/intubation.
- 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.).
- Other duties as assigned.

POSITION REQUIREMENTS

EDUCATION

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

EXPERIENCE

- Must possess at least 6 months' experience as Technician Assistant I.
- Must pass a written exam to become Technician Assistant II.
- Must pass a working exam to become Technician Assistant II.

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.