



JOB DESCRIPTION

Job Title:	Registered Veterinary Technician
Incumbent:	
Department:	Medical
Reports to:	Medical Director
FLSA Classification:	Non-exempt (eligible for overtime), Full Time
Supervises:	No employees
Created / Update	July, 2015 / Updated December 2016

POSITION OVERVIEW

Reporting to the Animal Care Manager and working with veterinarian(s), Registered Veterinary Technician is responsible for ensuring the health of animals within the facility. Assesses health of each animal in facility, maintains records, ensures that each animal receives appropriate care, including vaccinations and parasite prevention/treatment. Assists veterinarian with surgeries on-site. Responsible for maintaining inventory of veterinary supplies. Will oversee the management of high-volume spay/neuter program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Ensure the safety and health of animals within the facility.
- Observes and evaluates animals for signs of illness, injuries and parasites.
- Determines when an animal needs immediate veterinary care. In these situations, RVT will stabilize the animal, including placement of IV catheters, monitoring of vital signs and providing fluid therapy. Prepares and administers medications (orally, subcutaneous, intra-muscular, and intravenously) and vaccinations according to instructions and direction from the veterinarian.
- Monitors inventory levels and maintains medical supply and drug inventory.
- Assists veterinarian in any on-site procedures, including surgery. Calculates and administers pre-op drugs, monitors anesthesia, autoclaves surgical packs, monitors animals during recovery.
- Runs and interprets diagnostic tests.
- Collects and processes fecal samples, performs skin scrapings. Utilizes a microscope to interpret results and communicate the results to the veterinarian.
- Performs basic bandaging and wound care for animals.
- Cares for, cleans, and feeds animals in assigned areas.
- Enters medical information into the computer system (PetPoint).
- Maintains clinic logs and records and directed and assigned by the veterinarian.
- Maintains a sanitary environment in surgery and clinic areas.
- Maintain a positive and respectful attitude
- Willing to attend meetings pertinent to the position
- Operate within compliance with state, federal, local, AVMA laws and guidelines
- Adhere to the organization's policies and procedures as stated in the employee handbook and Standard Operation Procedures manual
- **Leadership** – Maintain a positive, upbeat role, promote and exemplify Shelter values and represents departmental objectives and interests to internal and external customers
- **Customer Service** – Follow up on complaints, questions, and concerns; respond to

- internal/external customer needs in a friendly, timely and efficient manner
- **Teamwork** - Develop and promote teamwork and cooperation among co-workers
- **Safety** – Comply with established safe work practices and attend to all safety-related training provided or made available by the Shelter
- Other duties as assigned

QUALIFICATIONS – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School Graduate or G.E.D.
- Minimum 2 years of experience in veterinary hospital/medical field work or shelter

Required Technical / Other Skills and Abilities

- Proficient with computer data entry
- Good interpersonal skills
- Able to effectively communicate with staff, volunteers, and a diverse public population
- Must be well-organized and detail-oriented
- Able to enthusiastically work in a fast paced work environment while problem solving and multitasking
- Must be flexible to work additional hours when workload requires
- Knowledge of animal behavior a plus

Required Licenses/Certifications

- California-licensed RVT

PHYSICAL DEMANDS – See attached “*Physical Demands of the Position*”.

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

<i>Signed - Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Incumbent, Supervisor, Personnel File

PHYSICAL DEMANDS OF POSITION

Job Title: RVT Date: _____
 How many hours are worked per day? _____

When completing this form, look at the job from a typical/average workday perspective.
i.e., Position requires standing 1/3 of the time.

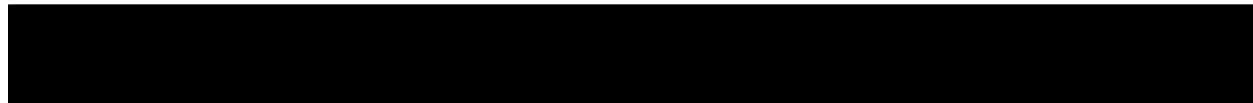
Percentage Time Designation



Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms over shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms over head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often?
i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Percentage Time Designation



Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job have any special vision requirements? Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

List specific job duties that require the physical demands selected above:

Specific demands not listed: Ability to safely restrain large animals