The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.
4. Performs advanced preparatory procedures on various animal species and assists staff members in surgical, medical and laboratory procedure preparation (such as phacoemulsification, endoscopy, blood cultures, pericardiocentesis, and arthrocentesis etc.), including instrument and supply set up.

5. Administers anesthesia and monitors patient response through the recovery period for ASA I-III patients; maintains anesthetic and mechanical monitoring equipment.

6. Maintains orderly and sanitary work areas for clinical, teaching, and research facilities.

7. Monitors effectiveness of autoclaves.

8. Stocks and organizes patient exam rooms, treatment areas, holding areas and operating rooms.

9. May determine and enters hospital charges and medical records into the computer to create accurate records for billing accounts and evaluate charges to ensure hospital costs are accurately captured.

10. Responsible for set up, inventory, maintenance, security, and repairs for equipment and instruments used in surgical procedures, emergencies and/or lab sessions. Monitors the effectiveness of environmental sanitation programs. Monitors and reports aberrations in environmental systems as they relate to animal and public health.

11. Assists in drafting and evaluation of reports of institutional programs (i.e., postoperative care, anesthesia monitoring, facility maintenance, etc.).

12. Utilizes ultrasound machines and x-rays, assist with MRI, or other related imaging equipment for patient diagnostics

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to perform advanced technical skills reflective of department.
2. Knowledge of animal health and welfare - animal isolation, sample collection, medical treatment, nursing and monitoring, pre & post-surgical requirements including room and supply preparation.
4. Knowledge of animal husbandry - animal feeding, watering, grooming, handling, safe transporting, and environmental requirements.
5. Knowledge of record maintenance - collecting and recording data.
6. Knowledge of trimming, clipping, or grooming animals.
7. Knowledge of teaching and/or demonstration of safe animal handling.
8. Knowledge of regulatory requirements (Animal Welfare Act, Public Health Service, etc.).
9. Ability to handle, restrain, move, load, and unload animals.
10. Ability to administer medication - topical, injectable, oral, and rectal.
11. Ability to check and interpret vital signs.
12. Ability to lift, carry, push, or pull up to 70 pounds.
13. Ability to instruct and demonstrate veterinary techniques in handling, grooming and nursing animals.
14. Ability to interact in a professional capacity.
15. Ability to multi-task and work cooperatively with others.
16. Ability to prioritize daily tasks.
17. Ability to work in high stress environments.
18. Knowledge of computers, computerized medical record systems, and word processing software, such as Microsoft Word and Excel.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Associate degree from an accredited school of Veterinary Technology, and
2. Registration, certification, or licensure in Veterinary Technology, and
3. Three years’ experience with the care and treatment of animals in a veterinary teaching hospital, specialty and referral practice, laboratory animal medicine, or research enterprise, OR
4. Bachelor’s degree in Veterinary Technology or related field with a minimum of two years’ experience with the care and treatment of animals in a veterinary teaching hospital or specialty and referral practice.

REVISION EFFECTIVE   July 1, 2022