

**Job Title:** Veterinary Technician – Surgery Department  
**Reports to:** Practice Manager and Dr. Hollengreen

**SUMMARY**

Veterinary technicians assigned to the surgery department are responsible for the care of all scheduled surgeries, dentistry, non-anesthetic procedures, patients admitted following appointments and all hospitalized patients. The surgery technicians support the surgery doctor in providing care for these patients and ensure accurate and comprehensive medical records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. All duties are to be performed following established protocols or as directed by a veterinarian, the practice manager or veterinary technician supervisor.

Prepare treatment areas for evaluation of animals. Hold or restrain animals during examination, treatment, vaccination or blood draw by veterinarians or technicians.

Administer injections, subcutaneous fluids, oral and topical medications, and provide wound care under supervision of a veterinarian.

Place intravenous catheters and calculate accurate fluid rates, upon direction of the veterinarian. Monitor patients on IV fluids and perform routine IV checks and maintain IV catheters and fluid lines.

Collect and/or prepare laboratory samples (urine, blood, feces, cytology, tissue) for in-hospital and outside laboratory testing.

Prepare patient, pre-anesthetic and anesthetic medications and equipment for surgery. Monitor patient's anesthetic depth and recovery, and assist veterinarian during surgical procedures when necessary.

Wash, prepare and sterilize by autoclave all surgical packs, single instruments, re-usable syringes, surgeons' gowns and surgery towels.

Position patients for radiographic imaging, determine exposure settings and complete digital images for evaluation by a veterinarian. Position patients for ultrasound imaging.

Perform dental prophylaxis and assist veterinarian with tooth extractions and other oral surgeries.

Review medical records, record all current treatments and surgical procedures. Perform data entry for invoicing. Complete major problems list and update vaccine reminders within patient's records.

Upon direction of veterinarian, communicate with clients by telephone regarding estimates for surgical or medical procedures, following the pet's recovery from surgery and relaying the status of hospitalized patients.

Stock supplies in surgical suites and anesthetic preparation areas and dental treatment areas.

Perform daily cleaning of all surgery and treatment areas.

**SUPERVISORY RESPONSIBILITIES**

Assist with training of new staff members as appropriate. Manages and assists in training of student technician assistants.

**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 diploma or equivalent required. Completion of college level education in animal science or husbandry, veterinary technical science or biology preferred.

**LANGUAGE and MATHEMATICAL SKILLS**

Effective oral and written communication skills are essential. Use of professional and courteous language during all discourse is mandatory. Tabulation of invoices and medication is required and can be determined with the use of the computer or calculator.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk and reach with hands and arms. The employee regularly is required to stoop, kneel or crouch, speak and hear. The employee must regularly lift and / or move up to 60 pounds. Any animal or item over 60 pounds must be lifted by 2 or more employees to avoid back injury. The employee must regularly walk and restrain large and boisterous dogs. The employee is often expected to handle fractious dogs and cats for examination and treatment.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes, airborne particles, toxic or caustic chemicals and risk of radiation. Personal protective equipment is required when handling any hazardous materials. The noise level in the work environment is usually moderate to high.

**DRESS CODE**

The employee is required to be dressed properly. Jewelry and piercings must be small and not dangling. Shoes must be closed-toe, comfortable with low heels and good traction. Sneakers are preferred. Coordinating scrub tops and scrub bottoms are recommended. Approval of attire is at the discretion of the practice manager or hospital owner. Lab coats are available to be worn over clothing.

**OTHER REQUIREMENTS**

Applicants may be required to undergo pre-employment fitness for duty and/or drug testing. Employees in technician positions will also be required to undergo rabies vaccinations, administered by an occupational health facility, and have periodic rabies titer evaluations thereafter.

Received by:

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Printed name

Signature and Date