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**Hospital Ward Technician Job  
Description**

**Job Title:** Hospital Ward Technician

**Reports To:** Practice Manager and Ward Department Supervisor

**Effective Date:** February 6<sup>th</sup>, 2024

**SUMMARY**

Hospital ward technicians conduct a variety of small animal health care tasks and maintains a safe, hygienic and orderly hospital and hospital grounds at the Amherst Animal Hospital.

**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 ward department supervisor.

Exercises, feeds and cleans all hospitalized animals, as directed by the veterinarians.

Records patients' behaviors, eating habits, defecations and urinations. Reports any changes in patient's status to doctor(s) and/or technician(s).

Administers injections, subcutaneous fluids, oral and topical medications and provides wound care and physical therapy under supervision of veterinarian.

Cleans and bathes animals, as needed, prior to release from the hospital.

Cleans all hospital wards and common areas such as the reception, lab and kitchen. The cleaning includes: scrubbing and disinfecting all cage surfaces, vacuuming and mopping floors, dusting, washing walls and vents, bathrooms, glass surfaces and woodwork.

Assists receptionists, veterinary technicians and veterinarians in admitting new patients to the hospital.

Maintains an accurate daily hospital census.

Washes, dries and replenishes laundry items. Receives, stocks and monitors supplies including pet food stored in the basement and in hospital wards.

Provides general maintenance for the hospital including changing light bulbs, cleaning air makeup systems and performing other minor repairs as needed.

Performs on a rotating basis among other ward employees, a daily evaluation of the parking lots, walkways and animal exercise areas and clears these areas of all debris including trash, animal droppings, snow and ice (walkways only). Applies salt and sand to walkways and parking lots as directed by the ward department supervisor, office manager or veterinarians.

**SUPERVISORY RESPONSIBILITIES**

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.

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## **Hospital Ward Technician Job Description**

### **EDUCATION and / or EXPERIENCE**

High School diploma or general education degree (GED) required; must have prior animal handling work experience with dogs or other large animals: or equivalent combination of animal care education and animal handling experience.

### **LANGUAGE and MATHEMATICAL SKILLS**

Effective oral and written communication skills are essential. Use of professional and courteous language during all discourse is mandatory. Verifying accuracy of medication dosage amounts may be 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 is also regularly required to carry food and other items both up and down the stairs. The employee must regularly walk and restrain large and boisterous dogs. The employee is often expected to handle fractious cats for cage cleaning and medication administration.

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. The noise level in the work environment is usually moderate to high.

### **DRESS CODE**

The employee is required to be dressed properly. Earrings and other piercings must be small and not dangling. Shoes must be closed-toe, comfortable with low heels and good traction. Sneakers are preferred. Work boots are permitted in the winter/spring months. Shirts must be plain with no logos or prints. Pants must be clean, neat and of the appropriate size and length (neither too short or too long). Jeans, skirts, capri/cropped pants or shorts are not acceptable. Employees may opt to wear coordinating scrubs.

Approval of attire is at the discretion of the ward department supervisor, 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 may 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