



Certified Veterinary Technician Detailed Job Description

GENERAL INFORMATION:

A veterinary technician may also be identified as a certified veterinary technician, licensed veterinary technician, registered veterinary technician or animal health technician. As of December 2010, in order to become certified, licensed or registered in any state a candidate must first complete an American Veterinary Medical Association (AVMA) accredited and approved veterinary technician college program.

As a veterinary technician you must have a broad knowledge of animal science, medicine and animal husbandry, including a basic knowledge of pharmacology and sufficient mathematical skills to ensure the administration of accurate drug and fluid doses. Veterinary technicians must also be able to successfully restrain animals; complete clinical laboratory tests, including urinalyses, fecal analyses, cytologies and blood work; use multiple radiology techniques; administer anesthesia and monitor animals while under anesthesia; assist in surgical and pre-surgical procedures and perform dental prophylaxis including full mouth dental radiographs.

At Harmony Veterinary Center, veterinary technicians must also deliver excellent client service, communication and satisfaction and advanced and compassionate nursing care.

The Mission of Harmony Veterinary Center is to **“Enrich the Lives of Pets and People.”** At Harmony Veterinary Center, we believe that the following are absolutely necessary for every team member to deliver to every client, every time:

- **Friendly Greeting;** immediately greet clients in a friendly and over---the---top manner; use the client’s and/or pet’s name in the greeting; bond with the client and effectively make small talk
- **Prompt Service;** offer service to the client as soon and as efficiently as possible; maintain efficiency in all aspects of client service
- **Advanced and Compassionate Care;** offer advanced and compassionate care as instructed by the responsible veterinarian; offer compassion and empathy to all clients and patients at all times
- **Clear Recommendations;** make clear recommendations as instructed by the responsible veterinarian and based on Harmony Veterinary Center recommendations for canine and feline health and wellness care
- **Effective Communication;** effectively communicate the value of our services and provide recommended treatment plans and any other important information clearly and concisely to the client



- **Seamless Checkout;** all charges are to be immediately and thoroughly entered into the patient's medical record; all clients should be escorted to the reception area for the next available receptionist to check out;
- **Follow---Up Care;** every client should receive a follow---up call after their appointment; examples of follow up calls include post vaccination, labwork results, post anesthesia and any medical concerns
- **Professionalism;** Every team member contributes to the professional reputation of the practice and is expected to exhibit core competencies and qualities expected of a professional.
- **Servant Leadership;** a servant-leader focuses primarily on the growth and well-being of people and the communities to which they belong. Servant leadership seeks to involve others in decision making, is strongly based in ethical and caring behavior, that enhances the growth of the human animal bond while improving the caring and quality of life for the pet, the client and the practice.
- **Adherence to the Vision and Values** of Harmony Veterinary Center to Enrich the Lives of Pets and People

DUTIES, RESPONSIBILITIES AND SKILLS:

General Knowledge:

- Know and understand the range of services our practice provides and be familiar with the species we treat, including breeds and coat colors
- Follow OSHA standards and be able to find the *Material Safety Data Sheets (MSDS) Books* and *Harmony Veterinary Center's OSHA Book* quickly
- Know and use proper medical terminology and abbreviations when speaking and writing
- Competently speak and write the English language

General Tasks:

- Always arrive 10 minutes before scheduled time to work so that you will be in position and prepared to work at the start of each scheduled shift and maintain accurate personal time cards; clock out for any breaks, and take scheduled lunches
- Be willing and available to stay late or through breaks, when needed, to assist with emergency or critical-care patients so that we can provide the best care possible for all of our patients
- Enter the practice through the front door, so that you see what clients see; pick up trash or feces from the parking lot, sidewalks, or entryway, as needed
- Maintain a professional appearance while at work, including matching, clean and non-wrinkled uniforms
- Change clothes during shifts as necessary to look professional and avoid carrying odors



- Promote a positive attitude among staff; smile and maintain an even, friendly demeanor while on the job and handle stress and pressure with poise and tact
- Perform job tasks efficiently and effectively without rushing; be detail oriented and exact
- Show respect for clients, team members, and animals (alive or deceased) at all times
- Have the physical strength and ability to stand for an entire shift when needed; be able to lift pets and objects weighing up to 40 pounds without assistance and ask for assistance in lifting patients weighing more than 40 pounds
- Maintain a list of tasks and engage in productive work, such a cleaning and organizing or completing a task in your area of responsibility during slow periods
- Assist other employees as needed; avoid waiting for coworkers to ask for assistance
- Participate in your performance appraisal, and, as requested, in those of others
- Participate in all staff meetings and training meetings
- Keep up with new developments in the field by reading journals and attending continuing education; attend off-site CE as required by the practice manager or as required to maintain your personal veterinary technician certification, license or registration
- Maintain constant vigilance regarding open doorways that could allow pets to escape from the facility and always use hospital slip leads when escorting pets - never rely on client's leash
- Maintain strict confidentiality regarding clients and patients for whom the practice provides veterinary services and always record client services, communications and conversations
- Be prepared to handle any pet or facility emergency that may arise, including dog or cat fights, choking or strangulating animals, and facility fire or weather-related emergencies; be prepared to follow the OSHA emergency action and/or contingency plans
- Follow established facility closing procedures to ensure the security of patients, staff, data, revenue, inventory, and the building

Front-Office Tasks:

- Know phone functions, including hold, intercom, transfer, forward, and three-way calling
- Answer the phone by the third ring when receptionists are preoccupied or unavailable
- Use patients' names during phone conversations with clients about their pets; know each patient's sex so the pet can be called "he" or "she"
- Possess sufficient knowledge of animal husbandry and basic medicine to answer routine questions or refer calls to appropriate colleagues
- Anticipate who is coming in the building so we can address our clients properly; utilize an over-the-top greeting; point out something nice about the client or pet; bond with the clients and their pets



Client-Interaction Tasks:

Patient-Admittance Tasks:

- Cordially greet incoming clients and their pets, addressing each by name, and check them in when receptionists are preoccupied or unavailable
- Admit patients to the hospital; provide counseling and compassion for clients; answer their questions unless it is clear that the attending doctor should do so, and ensure that all admittance paperwork, such as the treatment plans and anesthesia consent, if applicable, are properly completed; all hospitalized patients should receive a TLC letter with the responsible veterinarian and veterinary technician indicated
- Complete and discuss treatment plans for clients as directed by doctors or the manager
- Provide clients with handouts and brochures regarding relevant medical conditions, procedures, surgeries, diagnostics, medications, diets, vaccinations, microchips, health insurance, wellness plans, dental care and behavior/obedience training
- Assist clients with unruly or unrestrained pets; assist them out to their vehicle, as needed
- Transfer incoming patients to appropriate ward and ensure their comfort; identify patients with cage cards and/or neck bands; ensure the presence of appropriate paperwork; remove collars or leashes and send home with owner; do not except personal effects, if possible; if any personal effects are accepted make sure that they are properly labeled; indicate their presence on the IOR (Ingredients for Optimal Recovery)
- All patients should have their collars and leashes removed before being placed in their kennel

Pet-Identification Tasks:

- Scan every patient and strays for microchips; record microchip numbers in the patient's records
- Communicate with clients about microchips as a pet-identification system along with collar tags
- Assist clients in registering pet-identification information in the practice's computer system and in the appropriate national database

Procedural Tasks:

- As patients are admitted, build a surgery, procedure, and/or treatment plan with the approval and participation of the attending doctors and other veterinary technicians
- Develop each day's hospital census and/or client-update forms, starting with in-hospital patients, and assist with development of these forms as patients are admitted for day-procedures, surgeries, or hospitalization to ensure that all team members are aware of who is in the hospital

Patient-Discharge Tasks:

- Coordinate patient transfers with front-desk, other technicians, assistants, veterinarians



- Prepare and dispense prescription medications as directed by the doctor; ensure that each prescription label contains the following information: doctor's name; practice's name, address, and phone number including area code; date; patient's and client's name; medication name, strength and volume or number; administration instructions including route of administration and product's expiration date; discuss administration or application and potential side effects with owners as directed by doctors
- All prescription medications should be initialed in the top right hand corner by the veterinary technician who filled it and initialed in the bottom right hand corner by the responsible veterinarian or lead technician; prescriptions should be checked for label instructions, proper medication and quantity
- All charges are to be immediately and thoroughly entered into the patient's medical record; activate computer reminders and change reminders to the first of the month that they are due in; accurately and thoroughly enter computer notes, treatments and diagnostics; accurately record microchip numbers
- Discharge patients in a room or in the reception area, if quiet; the patient should not be present until the discharge is complete; instruct clients on the care of patients at home, diet changes, the timing of recheck appointments, and warnings of adverse effects of surgeries or medications; ease clients worries
- All clients should be escorted to the reception area for the next available receptionist to check out; set up recheck appointments before the client leaves or communicate with the receptionists; be able to accurately receive and record client payments and schedule appointments

Dead-on-Arrival, Died-during-Hospitalization or Euthanized Patient Tasks:

- Assist grieving clients and comfort them and be able to handle angry grieving clients with a calm and reassuring manner; be familiar with the grieving process; always be sensitive to background chatter or conversations that could exacerbate the anxieties and grief clients experience
- Verify and/or witness clients' statements regarding procedures (such as mass cremation or individual cremation), present appropriate paperwork to be signed and scanned
- Have receptionist check the client out in the examination room, before the patient is euthanized, to ensure that the client can leave at their own pace after the euthanasia is performed
- Properly complete paperwork for the cremation services including individual vs. mass cremation and hospital euthanasia log; properly bag deceased patients label with date, hospital name, patient's name, owner's last name, patient's description and mass or individual cremation;
- Provide clients with memorials of their dead-on-arrival, died-during-hospitalization, or euthanized pets such as, locks of hair or paw prints for individual cremations; offer return of ashes, return collars, leashes, and other accessories, notify reception if memorial rock is to be ordered.

Medical-Record Management Tasks:

- Understand the medical-record filing system and accurately scan all paper medical records



- Record all notes in the patients' computer records and on paper records; record and initial all client services, communications and conversations, whether in-person or on the phone, especially when concerning a medical condition; if a patient is not 100% at the time of a client communication, the client should be contacted again to ensure the patient is on the mend and that they have no concerns
- Verify and/or witness clients' statements regarding any procedures, present appropriate paperwork to be signed and scanned into the computer medical record
- Check patient and client files for completeness of notes, charges, follow-ups, and reminders; make entries as needed; the medical record is a legal document and should be treated as such

Exam Room Tasks:

- Possess sufficient strength and assertiveness to effectively restrain patients and ensure the safety of clients, veterinarians and other team members, as well as the safety of the pet; recognize aggressive patient and use muzzles and other protective equipment, as needed
- Complete cursory overall exam of patient; take vitals, including temperature, heart rate, respiratory rate, capillary refill time; pain score, dental score and body condition score; scan for microchip; take picture of patient for computer medical record; record findings in the patient's medical record
- Obtain and record patient medical histories from clients and previous animal hospitals; enter appropriate vaccination history in the patient's computer medical record
- Give DVM patient history and assist in restraint in exam room; while in exam room, pay attention to conversation, when released by DVM use information to build treatment plan for patient and prepare medications, diagnostics and treatments
- Answer questions and educate clients in conversation and with handouts regarding relevant medical conditions, procedures, surgeries, diagnostics, medications, diets, vaccinations, microchips, health insurance, wellness plans, dental care and behavior/obedience training
- Draw up vaccines and/or injections for administration; vaccinate or give injections, when requested by DVM; follow manufacturers' directions as well as AAEP guidelines for placement of injectable vaccines at appropriate sites
- Dispose of used needles and syringes and other sharp objects as set forth by the practice's policy and OSHA standards
- Use the tech sheet located in the chart, keep a small notebook in your pocket to record accurate instructions, particularly regarding the preparation and administering medications to be dispensed or treatments performed
- Inform the practice manager or doctors immediately of all bite/scratch wounds or any other injuries you suffer so that reports can be made and you can be referred for timely medical care by a physician, if necessary; clean all wounds quickly and thoroughly



- If a client is bitten or scratched by their pet, inform the practice manager or responsible veterinarian and advise the client to clean all wounds quickly and thoroughly; provide a self aid kit for the client to use
- Clean and straighten exam rooms after every patient visit to prepare for incoming patients-use disinfectant on exam tables, remove sources of offensive odors, empty trash if needed; check floors, walls, doors, and counters, and sweep or clean them as needed

Nursing Care Tasks:

Basic and Environmental Tasks:

- Prioritize tasks to maximize clients' satisfaction and patients' health
- If possible do not accept personal effects for hospitalized patients; if you do, keep track of these items and mark that they are in-clinic on the IOR (Ingredients for Optimal Recovery)
- Maximize patients' comfort with a gentle and reassuring manner; understand that actions that would constitute animal cruelty under state and/or local laws and the practice's policy will be grounds for immediate reprimand and/or termination
- Monitor patients' behaviors and note potentially aggressive behaviors; use caution when handling aggressive or potentially aggressive pets- request assistance when needed
- Complete and update IOR (Ingredients for Optimal Recovery) and computer notes three to four times daily- mark off treatments performed and medications given; use warning ink stamp (red paw print) to indicate aggressive behavior on cage cards, IORs, physical records (charts) and an alert on computer records as appropriate
- Accurately assess patient's temperature, heart rate, and respiratory rate and weigh patient as required by the hospitalization level or as instructed by the responsible veterinarian, record results on the IOR and in the patient's computer medical record
- Patients are to have a daily in hospital progress exam by the responsible doctor during their hospitalized stay here, alert doctors to notable pathology identified during patients' exams, such as vomiting, diarrhea, urine output, appetite, coughing, sneezing, limping, mobility concerns, etc.
- Identify a patient's level of pain and possible causes of pain, and understand the medications and methods used to control pain; use Harmony Veterinary Center's Pain Score
- Monitor changes in patients' conditions and alert doctors to significant changes
- Monitor patients for vomit, blood, urine, and feces in the cage, and clean patients and cages as needed; note this on the IOR (Ingredients for Optimal Recovery) and in the computer
- Provide patients with clean, soft bedding twice daily when performing treatments and clean cages as needed when soiled; change litter boxes as needed, at least twice daily
- Wash, dry, and store bedding and towels in the treatment area as needed



- Walk dogs on a double leash in the exercise area; ensure that they are restrained and under your control at all times; never walk more than one at a time; never use the client's leash, always use a slip lead
- Prior to discharge, remove patients' catheters; clean, groom and/or bathe patients, as needed; use bandana for surgery and hospitalized patients as an indication that they are RTG (catheter removed, etc)
- Every hospitalized patient should have a technician and doctor assigned on their case at all times, if you are to leave before closing or not be in the building at opening- transfer to another technician who will be- take the time at the end of your shift to round with your transferring technician regarding the patient's medical case; mark the changes on the IOR and inform the doctor
- Follow isolation procedures; prevent contact between contagious animals and other patients; using the designated products and dilutions for disinfectants, properly disinfect your shoes, hands, and clothing before leaving isolation areas
- Walk isolation patients only when necessary and clean up after them immediately
- Before leaving for the end of the day, always ask the doctor you are working with or other team members if there is anything else that they need for the day

Patient Treatment Tasks:

- Understand the mechanics and application of standards of asepsis
- Properly calculate medication dosages and the amount of liquids or tablets to be administered to patients; properly calculate injection dosages and fluid rates, as needed
- Administer (IV) intravenous, (IM) intramuscular, (SQ) subcutaneous and oral (PO) medications
- Understand the different types of fluids and additives used in our practice; properly calculate percent solutions for intravenous or subcutaneous fluids
- Provide (SQ) subcutaneous fluid therapy to patients- maintain aseptic conditions, including a new needle before use
- Provide IV (intravenous) fluid therapy- maintain aseptic conditions; monitor, adjust, and maintain (IV) intravenous infusion pumps; maintain (IV) intravenous catheters so fluids flow freely- flush and clean, as needed; ensure that all patients have enough fluids and that the fluid pump is set to continue to receive the appropriate treatment overnight until the next morning treatments
- Monitor and maintain urinary-collection bags; record urine production or lack thereof on IOR and in computer medical record
- Apply wound dressings and treatments; maintain a clean site; understand the applications for wet, dry, and wet-to-dry dressings
- Apply bandages in a manner that ensures that the bandage protects and/or limits mobility and remains properly applied; make sure that bandages are never placed right at the joint- they should always go above the closest joint from the wound; ensure that bandages are not too tight nor too loose; cover and maintain bandages as needed to preserve function and cleanliness



- Clip hair in a manner that minimizes clipper burn- maintain, clean, and lubricate clipper blades on a regular basis to keep them functioning correctly; immediately clean clippers after use
- Provide medical grooming, including medicated baths, dips, and matt removal
- Identify external parasites; deflea and/or detick patients with flea combs, tick-removal instruments, sprays, spot-on topicals, baths, dips, and/or appropriate medications
- Use rolled cotton swabs and cotton to clean ears and remove debris; perform ear treatments without causing trauma, and teach clients to clean and treat ears, as needed
- Express anal glands completely; recognize inflamed, impacted, infected and/or ruptured anal glands and inform a veterinarian if any problems are noted
- Trim nails to the quick without causing bleeding, if possible; understand how to stop bleeding by using styptic pencils, powder or other means; perform after the exam for high stress or aggressive patients
- Provide physical therapy and hydrotherapy to patients as instructed
- Set up for and administer routine enemas with doctor assistance and supervision
- Perform incision rechecks and suture removals no earlier than 10-14 days after the procedure; perform drain flushing and hot packing; perform drain removals 3-5 days after original placement; only remove drains or sutures, if the patient incisions look healed, ask veterinarian or lead technician, if unsure

Technical Tasks:

General Technical Tasks:

- Restrain pets in a manner that allows necessary work to be performed, minimizes patient stress, and ensures their safety and that of other people; safely and effectively apply and use restraint devices, including muzzles, towels, gloves, and cat bags
- Perform venipuncture using patients' cephalic, saphenous and jugular veins in a manner that minimizes trauma to patients and injury to veins and allows you to successfully obtain non-hemolyzed blood samples; if unable to obtain an adequate sample after two tries, ask assistance of a veterinarian or senior technician; for hospitalized, sick or surgery patients try to use the jugular vein to maintain the cephalic, if needed for IV catheter placement
- Aseptically and atraumatically place cephalic and saphenous intravenous catheters
- Type-match blood samples, if requested; prepare blood transfusions at room temperature; perform blood transfusions: set up filters for whole-blood administration, oversee administration of blood and blood products, and monitor patients for transfusion reactions with veterinarian assistance
- Collect urine and fecal samples; use fecal loops or gloves for stool collection, as needed; when required, prepare for urinary catheterizations on male dogs or perform cystocentesis on both dogs and cats
- Set up and record diagnostic multi-lead ECG or EKG tracings to CardioPet
- Properly implant microchips, test their functionality before and after implantation and record chip number correctly; ensure that clients fill out microchip paperwork properly and completely



- Assist with euthanasia procedures; hold off veins and release pressure at appropriate times when catheters are not used; maintain an empathetic and respectful attitude toward client(s) and pet

Laboratory Tasks:

- Understand the paperwork and procedures of outside laboratories, including Antech, Idexx, Zoetis, Colorado State University, VARL, Kansas State Rabies Laboratory, Michigan State University, etc, used by the practice; fill out the paperwork appropriately and use the correct tubes for samples
- Maintain all laboratory equipment including centrifuges, microscopes, and chemistry analyzers; utilize *Harmony Veterinary Center's Laboratory Reference and Protocol Manual*
- Maintain stains and other supplies to ensure the best results and prevent contamination of stains; replace stains when ineffective or contaminated
- Use proper stain techniques to maximize the diagnostic capability of prepared slides:
- Prepare for fine needle aspirates and stain them as requested by the responsible veterinarian
- Obtain vaginal swabs, stain them and microscopically examine them- recognize components; obtain vaginal cultures, if needed
- Obtain fecal swabs, stain them and microscopically examine them- recognize components; obtain fecal cultures, if needed
- obtain fecal samples, set up centrifuge fecal floatation and microscopically examine them- recognize intestinal parasites and protozoa
- Obtain fecal samples, set up direct fecal smear and microscopically examine them- recognize intestinal parasites and protozoa
- Obtain ear swabs, stain them and microscopically examine them- recognize epithelial cells, yeast, cocci bacteria and rod bacteria; obtain ear cultures, if needed; always indicate whether right or left ear
- Obtain skin swabs, stain them and microscopically examine them- recognize components; obtain skin cultures, if needed
- Obtain skin samples using scotch tape, stain them and microscopically examine- recognize components
- Obtain blood samples and perform blood smears with properly feathered edges to ensure accurate interpretation; evaluate blood smears to accurately assess platelet numbers, red and white cell morphology, and differential white counts; recognize blood pathogens and microfilaria
- Perform (CBCs) complete blood counts, differentials, manual platelet counts
- Perform hematocrit and using the refractometer, the total protein levels of serum
- Evaluate bleeding and/or clotting times
- Perform urinalysis- physical exam, dipstick, specific gravity, sediment and/or cytology
- Complete routine ELISA snap tests, such as HW 3dx, feline FIV/FelV, giardia and parvovirus tests
- Use handheld glucometers- set up, calibrate and read AlphaTrak→ and blood glucose test strips; know how to change the setting for both dogs and cats



Laboratory Tasks Continued:

- Collect and prepare samples for bacterial and fungal cultures; evaluate in-house cultures such as DTMs and tritrichomonas cultures
- Perform skin scrapings; microscopically identify external mites; use dips, baths, spot-on topicals and appropriate medications as directed by responsible DVM
- Maintain quality control by running control samples and periodically testing in-house results against results from an outside laboratory

Radiology Tasks:

- Maintain radiographic, developing, and shielding equipment to maximize patients' and employees' safety; record maintenance data per OSHA standards and state laws
- Maintain a radiograph log book that complies with AAHA standards and/or state laws
- Ensure that x-rays show dates and the practice's, clients', and patients' names, and that these are impregnated on the radiograph film as required by state boards or standards of veterinary practice
- Understand radiology software, computer and digital radiograph machine and use appropriately
- Know how to use the radiograph computer database, including how to find and finalize radiographs; know how to email radiographs to a specialist
- Understand the radiograph filing system; properly label and file films from patient's records from previous veterinary facilities
- Minimize radiation hazards; use protective equipment and wear exposure badges during radiographic exposures for both body and dental; adjust machine settings to correct technique failures
- Develop, use, adjust, and maintain a radiograph technique chart that minimizes waste caused by erroneous exposures; consistently use right and left markers
- Properly measure patients for effective translation to radiograph machine settings
- Know how to perform radiographic contrast studies, such as barium swallows, upper and lower contrast studies of the gastrointestinal system
- Position patients to obtain diagnostic-quality radiographs of skeletal anatomy, internal organs, superficial lesions, or extremities
- Position patients to obtain diagnostic-quality radiographs and the dental arcade and jaw

Emergency Care Tasks:

- Provide basic life support, including CPR, airway maintenance, and oxygen therapy
- Provide fluid and pharmacologic therapy under veterinary supervision
- know where to find the emergency drug kit located in the treatment area; make sure products have not expired and understand the basic uses for these drugs
- Know where to find the Fire Extinguishers, Eye Rinse, Emergency Alarms, Self Aid Kit, OSHA Spill Kit, MSDS Sheets, *Harmony Veterinary Center's OSHA Book*



- Know and understand *Harmony Veterinary Center's Emergency Evacuation Plan*
- Apply temporary bandages and/or splints; control bleeding with pressure wraps and/or tourniquets
- Provide cooling baths and/or enemas for heatstroke patients under veterinary supervision

Anesthetic Tasks:

- Be sufficiently familiar with the anesthetic machines to operate, maintain, and troubleshoot them- routinely check soda-lime, maintenance team will record dates of soda-lime changes on the machines; check anesthetic hoses for leaks and internal contaminants; ensure that the anesthetic scavenging system is functional and pressure check the anesthesia machines; ensure that the scavenger unit for anesthetic waste gases and that the oxygen is turned on at the beginning of the day and off at the end of the day
- Understand the differences between closed- and open-circuit administration of anesthetic agents, adjustments needed for oxygen flow rates, and anesthetic percentages used; understand the alarm on the anesthetic system and how to properly use the pop-off valve
- Regularly check the level of inhalant anesthetic in vaporizers; add anesthetic, as needed
- Check pressures in oxygen tanks regularly and replace tanks at appropriate times; check regularly for leaks in oxygen hoses and couplings
- Connect oxygen tanks to anesthetic machines without damaging gaskets; maintain spare gaskets and replace them if they are damaged
- Test endotracheal tubes at the time of cleaning and before using- check for mucous plugs, tears, holes and leaks; make sure the cuffs are patent and in working order and replace them if needed
- Understand the various anesthetic agents used for different patients; be able to administer pre-anesthetic drugs to surgical patients as directed; record times of administration
- Pre-oxygenate surgical patients that are at particular risk for oxygen deprivation as directed by the responsible veterinarian
- Administer SQ, IM, IV and inhalation anesthetic agents safely under the direction of the responsible veterinarian
- Estimate endotracheal tube diameters for patients; safely intubate and ensure proper fit under doctor discretion; use a laryngoscope or other light source, as needed
- Know the volume of air that should be used to inflate various-sized cuffs to pressure levels that prevent leakage without traumatizing the patient's trachea
- Check patients for proper respiratory function during intubation to ensure that tubes are in the trachea and not in the esophagus
- Monitor surgical patients by tracking anesthetic depths using the palpebral, toe pinch, and corneal reflexes to assess and maintain necessary surgical planes; heart rates; respiratory rates; temperatures; pulse oximetry, Et Co2, blood pressure and ECGs during anesthetic procedures
- Understand operate all anesthetic monitors and the importance of their use



- Adjust gas anesthesia for each patient to safely maintain proper surgical planes; administer additional injectable anesthetics within safety guidelines as needed to maintain desired surgical depths

Surgical Tasks:

- Maintain surgery logs with the date the procedure was performed; patients' names; procedures performed; types and amounts of pre-anesthetic and anesthetic agents; surgical times and doctors and assisting technicians' names
- Maintain controlled-substance logs with date the drug was used; patients' names; types and amounts of drugs used; amounts of drugs remaining and doctors and assisting technicians' names; keep controlled drugs secured to meet Drug Enforcement Agency and state board specifications
- Update patient records with drugs administered, procedures performed, and patient status during surgeries and recoveries
- Understand aseptic principles and apply them to surgical patients, surgical instruments, surgical equipment, and the surgery suite
- Know the names of instruments, how to wrap surgical packs and where they are stored
- Prepare the surgery suite for incoming patients, including the set up of equipment, surgical packs and personal protective equipment (such as gowns, gloves, masks and caps), at the end of the day to be ready for the next day's surgeries
- Prepare patients for surgery- clip surgical fields with square margins whenever possible; minimize tissue trauma; properly scrub and prepare the surgical field; maintain clean fields when moving patients; properly position, align and tie-in patients for surgery; express bladder, if needed
- Use circulating warm-water blankets and/or hot air blankets to maintain the body temperatures surgical patients while under and recovering from anesthesia
- Assist surgeons with aseptic gowning and gloving
- Properly scrub hands and arms for surgical cleanliness and aseptically gown and glove yourself when called to assist with or "scrub into" a surgical procedure
- Anticipate surgeons' needs for assistance, instruments and patient monitoring, and treatments
- Monitor patients' recoveries; protect patients from aspiration and hypothermia; deflate cuffs and remove endotracheal tubes as soon as gag reflexes return and they swallow
- Stimulate and care for puppies and kittens removed by cesarean section; know how to maintain breathing as directed by the responsible veterinarian

Dental Tasks:

- Recognize significant dental and gum disease, record it in patient records as a dental grade of 0, 1, 2, 3, or 4, and bring it to the attention of the pet owner and doctor
- Know the names of surgical and dental instruments and their storage locations



- Understand and use proper attire when operating dental equipment, including masks, eye protection, caps, and protective apparel such as a gown or scrubs
- Perform dental scaling and polishing procedures without traumatizing the gingiva
- Perform CHX and/or fluoride treatments
- Perform full mouth radiographs and ensure full root removals- report incomplete extractions to the responsible doctor
- Maintain proper dental records for each patient, including a dental chart and dental report with before and after pictures and problem areas or extraction site pictures

Surgical Cleaning Tasks:

- Locate and maintain equipment; record any maintenance issues in the computer maintenance log; utilize *Harmony Veterinary Center's Surgical Protocol and Reference Manual* for instrument and equipment care, surgical packs and further information
- Clean the surgery suite, treatment area and recovery area and equipment, including tables, floors, anesthesia machines and IV fluid pumps, as needed; prepare surgery suite for the next day- set up equipment and surgical packs, as needed
- Wash, ultrasonically clean, lubricate, wrap and sterilize surgical instruments and packs, as needed- utilize the *Harmony Veterinary Center's Surgical Protocol and Reference Manual* to ensure that the packs contain the proper instruments and are correctly labeled, as needed
- Operate, maintain and clean the autoclave, as needed
- Wash and store endotracheal tubes- check for mucous plugs, tears and holes, every time they are used
- Dispose of used needles and syringes and other sharp objects as set forth by the practice's policy and OSHA standards; do not reuse syringes or needles for any reason

Inventory-Management Tasks:

- Receive and stock supplies, matching invoices with packaged goods report all shortages, overages, and damaged goods to the practice manager or inventory team
- Ensure that medical supplies are always available and reordered at the proper reorder point
- Regularly check for expired supplies- remove and replace them as instructed by the practice manager