



**Animal Tracks Veterinary Service, LLC.**

1225 N. Nelson Rd. Viroqua, WI 54665

(608)637-6407, Fax: (608)637-8830

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www.animaltracksvet.com

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## **VETERINARY ASSISTANT**

### *JOB DESCRIPTION*

#### ***INTRODUCTION***

The Veterinary Assistant assists the doctors to the fullest possible extent, to help improve the quality of care given to the patients, and to aid the doctors in achieving greater efficiency by relieving them of technical work at **Animal Tracks Veterinary Services, LLC.**

The Veterinary Assistant assists in multiple procedures providing care for animals including physical examinations, dental procedures, immunizations, euthanasia as well as client education, marketing and inventory maintenance. This position requires a working knowledge of pharmaceutical drugs, common diseases; their symptoms, means of transmission, treatment and prevention, and other basic preventative health care recommendations. This is an overview of the position and the job responsibilities listed do not encompass the entire position. The Veterinary Assistant is under the direct guidance and supervision of the Veterinarians and the Veterinary Practice Manager.

#### ***PRIMARY JOB RESPONSIBILITIES***

- Obtain and record patient histories.
- Collect specimens and perform routine laboratory procedures and tests in hematology, biochemistry, chemistry, microbiology, urinalysis, and serology to assist in the diagnosis and treatment of animal health problems.
- Dispense and administer medications, vaccines, serums and treatments as prescribed by the veterinarian.
- Administer fluids and blood products as prescribed by the veterinarian.
- Provide specialized nursing care for injured or ill animals.
- Prepare patients for surgery.
- Assist in diagnostic and medical procedures using a range of high tech diagnostic equipment including radiographic equipment.
- Take and process radiographs.
- Communicate with and educate owners.
- Maintain knowledge of preventative healthcare recommendations in order to answer client questions, provide education on vaccines, flea/tick and heartworm products, and



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assist in marketing veterinary services from which their pet would benefit, such as dental cleaning, senior wellness, spay and neuter and boarding.

- Educate clients on products and medications sold including dietary products and answer questions regarding product purchase/use.
- Maintain inventory of pharmaceuticals, equipment and supplies.
- Clean, maintain and sterilize instruments, equipment, and materials.
- Knowledgeable regarding related federal and state animal health laws and regulations including OSHA and DEA. Ensure that the hospital and its employees are in compliance with regulations. Inform the veterinary hospital administrator of any regulatory issues.
- Work well with all team members and ensure that your actions support the hospital, the doctors, and the practice philosophy.
- Clean exam rooms after use
- Participate in daily cleaning of practice which includes vacuuming and mopping floors, removing trash and restocking supplies when needed.
- Perform other duties as assigned.

### ***CONTROLS OVER WORK***

The Veterinary Assistant works under the direct supervision of the Veterinarians and Veterinary Practice Manager who will indicate general assignments, limitations and priorities. Recurring assignments are performed independently. Deviations or unfamiliar situations are referred to the supervisor. Completed work is reviewed for technical accuracy and compliance with established procedures.

### ***SKILLS AND KNOWLEDGE***

- Knowledge of the procedures used for receiving, treating, and scheduling patients, for ordering medical supplies, and requesting laboratory tests.
- Knowledge of the use, care, and storage of veterinary instruments, materials and equipment.
- Knowledge of sterilization techniques to sterilize various instruments and materials.
- Knowledge of the instruments, materials, and standardized procedures used in the full variety of treatments to make preparations and provide “tableside” assistance.
- Knowledge of principles and processes for providing client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of compensation, and grammar.



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- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Critical thinking-Understanding logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

***PHYSICAL EFFORT***

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

- Frequently required to bend, stand, stoop, walk, sit, talk, and listen, frequently working in a bent position.
- Frequently use hands to manipulate, handle, or feel; will reach with hands and arms.
- Use strength or agility in capturing and restraining stronger, more active animals.
- Frequently lift and/or move up to 50 pounds.

Occasionally handle dogs weighing up to and over 150 lbs. Assistance will be provided by animal handlers when working with larger animals.

***WORK ENVIRONMENT***

While performing the duties of this job, the employee is exposed to hazards associated with aggressive patients; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases.

Follow federal and state animal health laws and regulations including OSHA and DEA.\

***ESSENTIAL FUNCTIONS:***

- Receive, handle and treat patients with skill, compassion and care including: administering fluids, assisting in diagnosing, and general and specialized nursing care.
- Accurately perform laboratory tests.
- Accurately dispense and administer medications and vaccines.
- Input data into computer software system.
- Ability to observe animal appearance and activity for general physical condition, obvious signs of illness disease and discontent.



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- Regular attendance and timelines are an essential function in order to fulfill the requirements of this position.
- Strong communication and client service skills. Considerable tact and diplomacy is required. Ability to work with clients and patients in a professional, friendly, hospitable manner.
- Work well with all team members and ensure that your actions support the hospital, the doctors, and the practice philosophy.
- Perform general physical activities that require bending, standing, stooping, moving from room to room, sit, talk, and listen; may be required to walk or stand for long periods of time; will use hands to manipulate, handle, or feel; will reach with hands and arms.
- Frequently lift, carry and handle dogs weighing 50 lbs.