



JOB DESCRIPTION

POSITION TITLE: Licensed Veterinary Technician

REPORTS TO: Veterinary Services Manager

POSITION SUMMARY: The licensed veterinary technician (LVT) is the veterinarian's primary medical support and aids the veterinarian in achieving greater efficiency in overall patient care. The LVT will apply his/her professional technical skills in anesthesia, surgery, dentistry, laboratory testing, patient nursing care and client education. The technician must be a detail-oriented person who can make good decisions, respond quickly and calmly to crises and always maintain high standards of patient care.

LVT DUTIES & RESPONSIBILITIES:

Learning & Leadership

- Works collaboratively within all levels of the organization and across departments to cultivate a positive culture and team approach to fulfilling AWS' mission.
- Assist in training and supervision of technician student interns, veterinary assistants, staff members and volunteers.
- Provide staff leadership for tasks in a professional and personable way.
- Promote a positive attitude and demonstrate a commitment to the vision and mission of AWS.
- Make suggestions for how to improve protocols.

Patient and Client Care

- Review the appointment schedule and plan for procedures.
- Assess patient status, review patient plan, perform hospitalized patients' treatments according to the veterinarian's orders and document such activity.
- Monitor patients and clean patients and cages as needed.
- Maintain and update patient records and ensure prompt and accurate paperwork procedures are followed.
- Monitor changes in patients' conditions.
- Manage emergency patient care.
- Promptly alert the veterinarian to any changes in patients' condition
- Be able to recognize signs and degrees of pain and discomfort. Understand the medications and methods used to control pain.
- Perform emergency procedures including shock assessment and initiation of treatment, control of hemorrhage, establishing an airway by intubation and providing ventilation with oxygen, performing external cardiac massage, applying temporary bandages or splints and clipping and cleaning wounds.
- Recognize patients with potentially contagious diseases and follow isolation procedures.
- Be familiar with zoonotic diseases.
- Safely and humanely restrain patients.
- Perform common outpatient procedures such as vaccines, nail trims, microchipping, etc.
- Assist with humane euthanasia as requested.
- Properly calculate medication volumes and rates of administration.



- Handle and track controlled substances for large volumes of patients.
- Administer injectable, topical and oral medications to patient.
- Efficiently pre-medicate, induce, and intubate patients.
- Monitor anesthesia, with a clear idea of abnormal conditions.
- Perform venipuncture and place IV catheters and administer IV fluids according to the veterinarian's orders.
- Perform cystocentesis and be familiar with the management of urinary catheters.
- Be skilled in applying a variety of bandages.
- Perform routine dental scaling, polishing and fluoride application. Recognize and bring to the veterinarian's attention any abnormalities. Perform dental charting and document the procedure in the medical record.
- Update client/patient records including reminders and progress exams. Document all relevant conversations with clients and staff (i.e. patient status updates, lab work results, etc.).
- Handle medical calls and appropriately triage as needed.
- Communicate with clients and assist with appointments as needed.
- Knowledge and ability to intake and release patients, including delivering post-operative instructions in a competent and friendly manner.
- Represent AWS in a professional and courteous manner at all times.

Laboratory Procedures

- Perform radiographs, including dental, and evaluate for proper positioning and exposure.
- Be proficient in conducting contrast imaging studies. Adhere to radiographic safety standards.
- Clean and maintain laboratory equipment.
- Know how to use common diagnostic equipment (i.e. IDEXX Catalyst One and VetTest, Sedivue, ECG, BP, sPO2, IOP, refractometer, centrifuge, etc.).
- Perform and document in-house lab tests, including blood smears, PCV/TP, urinalysis with sediments, fecal tests, skin/ear cytology, including ELISA snap tests.

Anesthesia and Surgical Assistance

- Understand aseptic principles and apply them at all times to surgical patients, instruments, equipment and rooms.
- Knowledge of various anesthetic agents and their use in different patients.
- Operate, interpret and maintain vital signs equipment and other general surgical equipment (vital signs monitor, surgical table, electrosurgical units, suction, etc.).
- Operate and maintain anesthetic machines with closed- and open-circuit anesthetic systems. Maintain oxygen supply and assure use of scavenger system.
- Knowledge of commonly used analgesics and resuscitative medications. Properly calculate emergency medication volumes.
- Knowledge of fluid therapies for intraoperative use (i.e. Normosol, hetastarch, hypertonic saline, plasma, whole blood) and properly calculate volumes and rates.
- Administer injectable and gas anesthesia according to standard practice protocols. Non-licensed technicians may not induce general anesthesia.
- Properly maintain a patient airway using endotracheal intubation.
- Monitor and maintain anesthetized patients by observation/manual parameters and by use of vital signs equipment.
- Perform standard surgical field preparation and patient positioning.
- Knowledge and maintenance of standard surgical instruments.



- Knowledge of a variety of surgical procedures and ability to anticipate what supplies and equipment are needed for surgical set-up.
- Assist the veterinarian in surgery as directed.
- Resuscitate and care for neonatal patients.
- Monitor and assure safety of patients during post-operative recovery. Perform extubation.
- Operate and maintain autoclave.
- Properly clean, prepare and sterilize surgical equipment.
- Maintain accurate surgery records.
- Perform post-operative client update calls upon patient recovery.

Management and Regulatory Tasks

- Perform laboratory, treatment and surgical inventory maintenance as requested.
- Receive deliveries. Check contents of the deliveries against invoices and immediately note package shortages or damaged shipments as necessary. When applicable, ensure that the appropriate MSDS information is present in the MSDS Binder for every product received onto the premises.
- Ensure that working areas are stocked with medical supplies at all times.
- Maintain controlled substance log. Keep controlled drugs secured to meet Drug Enforcement Agency and Maine state law specifications.
- Maintain radiology log to comply with AAHA standards and/or Maine state laws.
- Maintain cleanliness and organization in the treatment area, surgery suite, imaging, cages and kennels.
- Complete closing checklist for laboratory, treatment, imaging and surgery daily.

EDUCATION/WORK EXPERIENCE:

- Minimum high school degree or equivalence required.
- Ability to read and write legibly in English and to communicate clearly both in person and over the telephone.
- LVT must be a graduate of an AVMA accredited training school or program, licensed with the state of Maine in good standing and must complete all professional requirements to maintain their licensure.
- Basic computer literacy, including typing, required. Experience with general office equipment and Macintosh Operating System preferred.
- Minimum of one year working in a veterinary clinic. High volume veterinary and/or spay neuter clinic experience is preferred.
- Proven organizational skills and effective communication.
- Competent animal handler.
- Pre-employment background check required.
- Employees are expected to act in the best interest of the practice, even if doing so requires actions or responsibilities not specifically listed in the job description. This job description is subject to addition, subtraction or revision by the Animal Welfare Society as needed

WORK ENVIRONMENT:

- Work is performed in an animal shelter and veterinary clinic environment.
- High degree of mobility required. Must be able to work standing or sitting for 8 or more hours.
- Ability to lift and carry 50lbs frequently.
- Frequent contact and handling of animals.



- Maintain a valid driver's license.
- **APPLICANT ACKNOWLEDGMENT**

I have read and understand the qualifications and requirements for the job for which I am applying at the Animal Welfare Society. By signing below I testify that I have the educational qualifications and can perform the physical tasks described in the job description. Furthermore, I believe that I have the knowledge, experience and aptitude to learn and proficiently perform every task listed in the job description.

Should I ultimately become employed by the Animal Welfare Society, I understand that the signing of this job description does not in any way create or constitute an employment contract or change my "at will" employment status under Maine state law.

Printed Name: _____

Signature: _____

Date: _____