JOB DESCRIPTION

POSITION TITLE: Licensed Veterinary Technician

REPORTS TO: Clinic 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.

DUTIES & RESPONSIBILITIES:

- Works collaboratively within all levels of the organization and across departments to cultivate a positive culture and team approach to fulfilling AWS’ mission
- Compassionately, calmly, and gently handles patients in our care
- Communicates with clients in a friendly, helpful manner to answer questions, acquire histories, etc.
- Assists in surgeries and advanced imaging procedures
- Performs anesthetic induction, monitoring, maintenance, and recovery as required
- Utilizes practice management software to maintain client and patient records
- Provides safe restraint for patients during examinations and procedures
- Interprets and follows through on treatment sheet orders
- Implements appropriate animal husbandry skills to decrease disease spread, injury and stress to patients
- Performs venipuncture, IV catheter placement etc. as needed
- Recognizes normal physical examination parameters on canine, feline, and other patients
- Notices and documents changes in patient attitude, behavior, and condition
- Calculates medication and fluid doses for administration to hospitalized patients
- Carries out or sets up procedures that do not require veterinarian assistance
- Assists with other areas of service during downtime or as directed by supervisor
- Provides excellent communication and customer service skills
- Displays ability to handle stressful or emergent situations in a calm and supportive manner
- Maintains controlled substance log; keeps controlled drugs secured to meet Drug Enforcement Agency and Maine state law requirements
- Maintains radiology log to comply with AAHA standards and/or Maine state laws
- Remain knowledgeable and in compliance with AWS Personnel Guidelines, applicable State and Federal laws and AWS policies, procedures and programs
- Support programs and activities of AWS as requested

SPECIAL RESPONSIBILITIES (if applicable, delete if not needed)

EXPERIENCE/ATTRIBUTES DESIRED:
• 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 licensure
• Basic computer literacy, including typing, required; experience with general office equipment and Macintosh Operating System preferred
• Proven organizational skills
• 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