



**Job Title:** Registered Veterinary Technician  
**Department:** Veterinary Services  
**FSLA Status:** Non-Exempt  
**Benefit Status:** Full-Time or Part-Time  
**Supervisor:** Veterinary Services Manager  
**Effective Date:** 03/28/2023

### **VISION:**

Our goal is to provide excellent care to our animals in the shelter and provide accessible and affordable spay/neuter services to the animals in our community. We approach each and every animal with compassion and understanding. With a focus on individual patient care, performed with efficiency, we provide a high-quality service in a high-volume setting. We are a Team who values learning from each other and strives to make every day a good one.

### **POSITION SUMMARY:**

Working within the guidelines set forth by the California Veterinary Medical Board, the Registered Veterinary Technician (RVT) is responsible for providing daily care to the shelter population and assisting veterinarians in the spay/neuter clinic.

### **EDUCATION AND EXPERIENCE:**

- Registered Veterinary Technician in the State of California;
- Minimum of one (1) year experience in a high paced veterinary clinic or shelter setting preferred.
- Fear Free Veterinary Certification required within thirty (30) days of hire - (employer sponsored)

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

- Strong oral/written communication skills and desire to collaborate with staff, volunteers and the public in a consistently professional and educational manner
- Strong interpersonal, organizational and motivational skills and ability to work well in a fast-paced environment, handle multiple tasks at one time, maintaining energy through often-times repetitive tasks and under stressful conditions
- Self-motivated and detail oriented
- Demonstrate cooperative behavior with supervisor, colleagues, veterinarians, and representatives from outside organizations
- Personal commitment to animal welfare

### **PHYSICAL REQUIREMENTS:**

- Must be able to stand, walk, sit, talk, hear and see, stoop, bend, squat, kneel, grasp, put fingers together firmly and reach above and below shoulder level and lift; push, lift or pull 50 pounds for situation of restraining or moving animals and lifting supplies, material and equipment;
- Repetitively use hands to move animals around and operate computers;
- Flex the neck upward and downward; twist the neck and the waist;

- Specific vision abilities required are close and mid-range vision, distance vision, color vision, peripheral vision, and ability to focus;
- Appropriately and humanely restrain cats and dogs; control dogs on a leash; work with a variety of animals in multiple settings both in and out of the clinic/shelter;
- Be able to tolerate extended periods of 4 to 6 hours of performing moderately strenuous activities, standing, lifting, stretching and bending;
- Work in an environment with daily changes in climate;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PRIMARY RESPONSIBILITIES:**

Working within the guidelines set forth by the California Veterinary Medical Board, the RVT shall be responsible for the following duties:

#### **Clinical**

- Perform shelter medicine tasks, including but not limited to: administering medications and/or supportive fluids, performing basic exams, collecting blood and urine, cleaning ears and wounds, applying external parasite control, clipping nails, microchipping, and vaccinating give SQ, IM, and IV injections
- Leading the surgical team in our high quality/high volume spay and neuter clinic
- Safely and properly operate anesthetic machines, monitors, heating devices, and other surgical equipment
- Accurately calculate and safely administer all pre-anesthetic and induction medications to patients as outlined in Woods Humane Society's anesthetic protocol
- Intubate patients when appropriate and prepare patients for surgery
- Maintain appropriate anesthetic depth, accurately monitoring patients' vital signs during surgery
- Assist in maintenance of proper asepsis and sterility in preparation for and during surgery
- Provide post-operative care for animals, including: monitoring, ensuring patient comfort and hygiene, warming patients, providing pain control when necessary, and return patients to their assigned location when ready
- Respond quickly and efficiently to emergencies
- Provide supervision and guidance to veterinary assistants and volunteers as necessary
- Perform dental evaluations, cleaning, radiography and extractions when necessary
- Ensure patients are treated in a humane manner that minimizes stress
- Safely use equipment for fractious or feral patients
- Maintain clean and sanitary patient living quarters, including cage banks, carriers, and traps
- Inform veterinarian of any abnormal behavior, illness, disease and/or injury, particularly prior to surgery
- Provide assistance to veterinarians as needed

### **Administrative**

- Coordinate/communicate closely with Woods staff regarding the medical status of animals and their movement from intake to adoption floor
- Coordinate daily preparation for all spay/neuter and other surgical procedures
- Follow up with post-adoption medical concerns; schedule appointments as necessary in coordination with Veterinary Services Supervisor.
- Assist in maintaining appropriate inventory
- Admit and discharge patients from and to various welfare organizations and private clients

### **Record Keeping**

- Accurately maintain all drug logs in accordance with DEA standards
- Accurately and neatly record all necessary and required information related to any veterinary procedures performed as per Woods Humane Society's policies
- Maintain organization of patient files and surgical forms
- Assist veterinarians in completing additional documentation and forms
- Accurately maintain records in Shelter Buddy and ClinicHQ
- Ensure all incoming patients, their records, and kennels/cages are labeled in accordance with Woods Humane Society's policies

### **Timeliness and Teamwork**

- Reliably arrive on time and properly prepared for work
- Demonstrate a positive, team-orientated attitude and communicate in a respectful manner
- Take an active role in learning and sharing veterinary technician skills; assist with staff training

### **Veterinary Assistance**

- Initiate medical treatment per established Shelter Medicine Protocols as established under the direction of the veterinarian on duty
- Ensure all animals in a medical status are observed daily for: their overall condition, improvement or worsening trends, input/output, status change, etc. and ensure that animals under medical care are properly medicated
- Consult with veterinarian on animals finishing medications regarding release from treatment
- Print out Daily Vet Reminder report and triage medical needs of animals; coordinate with veterinarian on duty for needed examinations and procedures
- Ensure animals are current on their routine treatments and preventatives per shelter protocols
- Coordinate and assist in screening animals for medical concerns at intake
- Educate/communicate with Woods staff about on-going medical cases/situations

- Fill any prescriptions needed
- Assist with exams
- Obtain and prepare lab specimens for appropriate testing (in-house and to outsource lab)
- Perform euthanasia

**Other Duties**

- Maintain a clean and sanitary clinic work area and equipment, including surgery instruments and drapes
- Reset surgery packs and drapes, properly folding and sterilizing
- Perform laundry duties including: washing, drying, folding, and storage
- Re-stock and organize supplies
- Participate on committees and special projects as assigned
- Carry out other duties as assigned

**WORKING ENVIRONMENT**

Work is performed in an animal shelter. Potential for exposure to environmental factors such as temperature variations, high noise levels, zoonotic diseases, animal waste, hazardous chemicals or chemical materials requiring OSHA Safety Data Sheets, anesthetics, sharp objects and potential hostile persons and/or dangerous and fractious animals.

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This job description explains and outlines qualifications and requirements specific to this position. The job description may evolve over time including additions, deletions or further revisions as necessary. Your employment as a **Registered Veterinary Technician** or in any other position at Woods Humane Society is at-will and is for no set term; either you or Woods Humane Society may terminate the employment relationship at any time. By signing below, you indicate that you have a clear understanding of what is required, that you possess the necessary skills, certification(s), license(s) and /or /permit(s), that you have a commitment to follow through with the duties as outlined and that you are willing to accept changes to the job description as it evolves.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_