

The Humane Society of Southern Arizona Job Description

Title: Clinic Technician
Department: Clinic
Reports to: Clinic Manager
Salary Level: 3 (non-exempt)

Job Purpose:

Assists in all practices and procedures of surgical support including patient check-in, patient prep, surgical prep, venipuncture, administering vaccinations, laboratory work, treatments of animals as indicated by the veterinarian for HSSA's Spay/Neuter Clinic. monitoring patient during surgery, recovery of patient after surgery and patient discharge at the end of the surgical day. Assists with community vaccination clinics and wellness clinic. Cleans instruments and wraps surgical packs. Maintains the highest standards of record keeping, facility cleanliness, sanitary conditions and safety standards. Enters data that builds medical records, and prepares end of day paperwork including preparing medications. Assists veterinarians in recheck exams. Provides constant humane care and handling of the animals. Answers animal related questions, especially those instructions related to procedures performed at the HSSA clinic. Utilizes care to develop cooperative and helpful relationship with other employees and do other work as required. Assists in the training of new employees as directed.

Essential Duties and Responsibilities:

- ◆ Assists with all aspects of high volume spay/neuter surgeries.
- ◆ Assists with vaccination clinics.
- ◆ Assists veterinarian with public/owned & in-shelter animal exams.
- ◆ Triage emergency issues.
- ◆ Performs check-in of public surgical patients answering any questions clients might have during the surgical admission process.
- ◆ Receives and checks-in shelter animals scheduled for surgery.
- ◆ Checks animals for illness, infestations, injuries or abnormalities, and performs diagnostic tests as directed by the veterinarians.
- ◆ Maintains proper animal identification.
- ◆ Performs pre-surgical duties on animals selected for surgery including the pre-med of surgical patients under the supervision of the Veterinarian.
- ◆ Performs prepping of surgical patients including induction and intubation, monitors patients under anesthesia and recovers surgical patients under the supervision of the Veterinarian.
- ◆ Provides the veterinarian with equipment, routine and special surgical instruments, surgical packs, and lab and clinic material.
- ◆ Monitor patients under anesthesia.
- ◆ Performs digital radiology
- ◆ Assists the veterinarian when needed and performs post-surgical duties to ensure proper recovery of the animals.
- ◆ Participates in euthanasia and proper disposal of animals if required.
- ◆ Properly maintains all medical and surgical records as well as daily usage of narcotics and other controlled substances in the appropriate forms under the supervision of the Veterinarian.
- ◆ Prepares and maintains accurate medical records, clinic and animal files, anesthesia logs, pharmaceutical logs and vaccination records.

- ◆ Inoculates, medicates, feeds, and cares for animals as indicated by the veterinarian.
- ◆ Meets and talks with clients during admission, recheck exams, Wellness visits, vaccination clinics and surgical release, giving accurate and understandable instructions for post-surgical care and treatments
- ◆ Keeps animal cages clean and sanitized, and cleans and maintains clinic facilities and equipment.
- ◆ Participates in vaccine clinics with preparation of vaccines, obtaining weight, TPR of animal and providing animal restraint during the vaccination process.
- ◆ Dispenses prescribed medications as directed by the Veterinarian.
- ◆ Performs surgical related duties of cleaning instruments and wrapping packs
- ◆ Stocks clinic supplies and performs minor maintenance tasks on all surgical equipment and refers any problems appropriately.
- ◆ May perform any of the above duties in an off-site capacity, such as a remote vaccination facility.
- ◆ Maintains all safety standards at all times.
- ◆ May train and supervise volunteers for clinic functions.
- ◆ Perform customer service to the standards set forth in HSSA's employee manual.
- ◆ May drive company vehicle in performance of company business.
- ◆ Performs other duties as assigned.

Working Conditions: Work is performed at an animal shelter in Spay/Neuter Clinic. Potential exposure to zoonotic diseases, dangerous and fractious animals, high noise levels, hazardous chemicals, and sharp objects. Field conditions may be encountered. Able to lift up to 50 lb., long periods of standing, bending, stooping, reaching and working outdoors in differing climates and animal handling and restraint in animal shelter setting. Potential exposure of infectious diseases to owned animals. Able to handle all sizes and activity levels of animals.

Performance Factors:

- ◆ **Communication and Contact:** The Clinic Technician communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside of HSSA and has tact and above average communication and customer service skills.
- ◆ **Attendance and Dependability:** The Clinic Technician can be depended on to report to work at the scheduled time and is seldom absent from work and can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- ◆ **Relationships with Others:** The Clinic Technician works effectively and relates well with others including superiors, colleagues, and individuals inside and outside of HSSA and exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

Necessary Skills:

- ◆ Proficiency in proper animal restraint.
- ◆ Ability to draw blood and place catheters (jugular and femoral catheterization). Experienced or educated in laboratory procedures such as proper blood and specimen handling, reading of fecal assays and urinalysis.
- ◆ Familiar with radiographic technique and positioning.
- ◆ Administration of intravenous & intramuscular drugs and anesthetic agents, including understanding of the basic mechanics of an anesthesia machine.

- ◆ Monitoring of all patients and able to identify medical emergencies.
- ◆ Proficiency in aseptic technique, including cleaning, sterilizing and packing of surgical instruments, drapes and gowns.
- ◆ Ability to assist in surgery at the discretion of the Veterinarian.
- ◆ Experience in Controlled drug log recording.
- ◆ Experience in Inventory management.
- ◆ Experience with Client communication and education
- ◆ Basic understanding or the ability to learn veterinary software programs.
- ◆ Must recognize normal and abnormal health and behavioral conditions of the patients, pre- and post-surgery.
- ◆ Must have or be willing to gain working knowledge of animal welfare laws, various species and breeds of common animals, how to handle animals properly, how to recognize common diseases, and how to handle clinic equipment including the computer and euthanasia methods and materials.
- ◆ Typing, computer and general office work experience.
- ◆ Simple business mathematics and cash handling experience.
- ◆ Knowledge of the diseases and disorders of animals, spay and neuter and related procedures, and animal handling and restraint.
- ◆ Knowledge of disinfecting procedures; antisepsis and asepsis.

Qualifications/Educational Background:

- ◆ High School graduate
- ◆ Coursework and/or experience in companion animal surgery OR High volume spaying and neutering **required**.
- ◆ Possession of a valid Arizona driver's license and driving record acceptable to HSSA insurance carrier.

This job description is not intended to be an exhaustive list of all duties, responsibilities, skills, efforts or working conditions or qualifications associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or to require that other or different tasks be performed when circumstances change, for example, emergencies, changes in personnel, workload, rush jobs, or technological breakdowns in departments.

Acknowledgement & Receipt

I acknowledge that I have received, read and sought clarification of any questions I have about the content of this job description.

Employee Signature

Date

02/04/2020KH
03/15/2021LBG