



JOB DESCRIPTION VETERINARY NURSE

POSITION OVERVIEW

Reports to Head Technician, Office Manager, and/or Doctors

The veterinary nurse is the doctor's primary medical support person. The nurse begins the examination procedure in the exam room and continues to assist the doctor throughout the examination, diagnosis and treatment phases. They aid the doctors in achieving greater efficiency by relieving them of technical work and administrative detail. They have a very significant role in communicating and educating clients about their pets.

RESPONSIBILITIES

- Performs all duties in accordance with hospital medical policies and procedures.
- Prepares and maintains the exam rooms and treatment areas
- Performs physical examinations; records observations on patients
- Assists the doctor in medical, surgical and dental procedures; prepares patients for surgery; assists the doctor in administering anesthetics; monitors patients during surgery and recovery; administers fluids
- Gives injections and administers oral medications in accordance with government regulations and hospital policy
- Performs emergency procedures such as control of bleeding, resuscitation with oxygen, opening airways, and external cardiac massage
- Assists in restraining pets when necessary
- Performs clinical laboratory procedures such as fecal flotation exams, heartworm checks, skin scrapings, urinalysis, and fungal cultures; draws blood for laboratory analysis; maintains file of lab test results and ensures that test results are recorded in patient records
- Takes radiographs and administers EKGs
- Admits and discharges patients on the doctor's orders, ensuring that patients are well groomed and in a medically appropriate state. Counsels clients on various aspects of animal care; explains dosage/purpose of medications; reinforces the proper care and procedures that should be followed at home; makes follow-up calls to clients.
- Understands usage and dosage for all prescription drugs including heartworm preventative and prescription flea control products and can readily explain them to the clients
- Properly cleans all surgical materials after they are used; keeps the operating room properly stocked and prepared for surgery
- Maintains an appropriate inventory of all medical supplies as determined by the inventory control system
- Assists other staff members as required
- All other duties as assigned

POSITION REQUIREMENTS

Education

- High school diploma or equivalent
- Veterinary Technician Certification desirable but not required
- Minimum two years experience as veterinary technician or assistant.

Personal

- Genuinely enjoys working with animals and deals with them even when the pets are stressed, ill or in pain
- Can stay calm and efficient during a medical crisis
- Is able to work effectively with doctors
- Is experienced in the teamwork approach and works well with all hospital staff members
- Has excellent client communication skills
- Physical Effort: Work requires lifting and carrying animals (will be assisted by other staff members in lifting animals over 40 lbs). Will walk or stand for extended periods of time; requires strong back
- Working Conditions: will be exposed to unpleasant odors, noises and animal feces; may be exposed to bites, scratches and contagious diseases;
- Must be able to work in a fast-paced environment
- Must be able to multi-task
- Must realize this is a mentally and physically demanding job