

## **Certified Veterinary Technician (CVT)** Job Description Template

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### **POSITION OVERVIEW**

Reports to: Veterinarians, Practice Managers, Owners

A Certified Veterinary Technician is trained to assist veterinarians in all duties of the hospital. Must maintain a professional, cheerful, and helpful attitude, and be willing to adapt to changing priorities. A strong sense of leadership and willingness to mentor others is required.

An employee in this position must have a sense of caring for animals, be able to lift approximately 50 pounds, walk dogs weighing up to 130 pounds, work on feet all day, and read and understand English.

This position requires the ability to adapt to changing priorities, a practical knowledge of hospital organization and services, the basic rules and regulations governing animal patient treatment, work processing, and a practical knowledge of the standard procedure, veterinary records and terminology used in the hospital. The responsibilities may vary with current needs of the hospital team, the season of the year, and the individual abilities demonstrated by the employee. This is an overview of the position and the duties listed do not encompass the entire position. The certified veterinary technician is under the direct guidance and supervision of the Veterinarian and Practice Manager.

### **POSITION REQUIREMENTS**

- Current CVT License in Wisconsin in good standing, or ability to obtain prior to start date.
- 1 year experience preferred, but all experience levels will be considered

### **POSITION DUTIES/RESPONSIBILITIES:**

#### **Technical**

- Venipuncture, cystocentesis, and cytology
- Intravenous catheter placement and fluid administration
- Placement of nasogastric, nasopharyngeal, and orogastric tubes, and how to troubleshoot.
- Placement, maintenance, and troubleshooting of urinary catheters for male cats and male and female dogs.
- Familiarity with a variety of cavity tubes and drains and their maintenance.
- Knowledge of all anesthetic and analgesic medications
- Anesthesia performance, maintenance and monitoring (pre-med, induction, intubation, maintenance, extubation, recovery)
- Surgical prep and assistance (including surgical pack preparation and maintenance)
- Laboratory duties (collection and processing of samples)

- Radiology positioning and capture, including hands free technique
- Knowledge and proper use and maintenance of all technical equipment
- For those interested, ability to perform minor procedures such as manual deobstipation, feline urinary unblock, and minor wound repair.
- Perform and interpret patient vital signs
- Care for hospitalized patients according to treatment sheets in a timely manner, accurately record treatments, discuss concerns or suggested changes with the veterinarian as appropriate based on patient clinical status, demeanor, or other situations.
- Enter basic medical record information such as patient history, dictated exam findings, treatments performed, client communications, and laboratory results.
- Awareness of emergency protocols, evacuation routes, and SOP/MSDS binder locations.
- Be familiar with RECOVER protocols, and able to perform and accurately record during CPR.
- Assist veterinarians with physical examinations and procedures
- Administer medications, fluids, anesthetics, analgesics, and blood products as directed by veterinarians
- Hospitalized and post operative patient monitoring
- Bandage application/removal, suture removal, ear cleaning, nail trimming, anal gland expression
- Perform laboratory calls based on clinic protocol
- Facilitate and document tech appointments where indicated (suture removal, bandage change, oral surgery recheck, anal glands, etc.)
- Other duties as assigned

### **Public Relations**

- Knowledge of preventive health care plans
- Ability to explain preventive care plans, diagnostics, procedures, CPR, home care instructions, etc. to clients.
- Utilization of all client education materials within the hospital
- Client/patient check-in and check-out
- Schedule appointments (when needed)
- Perform reminder and follow up calls
- Answer phones professionally and in a timely manner
- Assist in marketing programs
- Must have a willingness and interest in mentorship of staff, new/recent graduates, and students.

### **Facility**

- Monitor expiration dates of all medications and fluids
- Maintain controlled drug log
- Cleaning of patient cages
- Cleaning of exam rooms
- Keep up with laundry and dishes

- Stock supplies and maintain order lists
- Cleaning of treatment and surgical areas
- Keeping common areas cleaned, organized and free of clutter/hazards.
- Any other duties as assigned.

### **Administrative**

- Computer skills:
  - Check in and check out of clients
  - Entry of medical and retail codes
  - Entry of medical history into patient records
  - Entry of all client communications into patient or client record
  - Schedule appointments (when needed)
  - Decipher and enter pertinent vaccination history into patient records (deworming, vaccinations, microchip, FELV/FIV test, medications, previous diagnostics, etc.)
  - Review SOAP notes for correct charges, confirm errors and discrepancies with the veterinarian, and enter into the computer.
- Meetings
  - Participate in team meetings
  - Participate in coaching meetings
- Maintain medical records for patients coming in for daily appointments, including scribing for the veterinarians.

### **PHYSICAL EFFORT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to bend, stand, stoop, walk, sit, talk and listen; will use hand to manipulate, handle or feel; will reach with hands and arms. The employee must be able to occasionally lift and /or move up to 50 pounds.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is exposed to hazards associated with aggressive patients; infected animals; controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases. This is not an exhaustive list.