

**Animal Protective Foundation
Job Description**

Lead Licensed Veterinary Technician – Spay/Neuter Clinic

Position Status: Full-Time, Non-Exempt
Reports to: Clinic Manager
Revised date: May 9th, 2022

PURPOSE OF THE POSITION

Responsible for daily care of all surgical patients at the spay and neuter clinic, assisting doctors and veterinary assistants with pre-, peri- and post-operative care of patients, general cleaning and training others to utilize our patient care protocols.

DUTIES AND RESPONSIBILITIES

- Securely handle and track controlled substances for large volumes of surgical patients. Ensure compliance with federal, state and local regulations as listed below through maintenance of official records and documents.
 - NYS Department of Health
 - NYS DOH Bureau of Narcotic Enforcement
 - Drug Enforcement Administration
 - Occupational Safety and Health (OSHA)
- Efficiently pre-medicate, induce, and intubate any patients as necessary.
- Able to monitor anesthesia with a clear idea of abnormal conditions and general steps to take to remedy typical complications.
- Ensure prompt and accurate paperwork procedures are followed each day, including careful labeling of documents and drugs.
- Communicate in effective and professional manner with public, trainees, and all APF staff members and volunteers.
- Represent the APF in a professional and courteous manner at all times.
- Follow all written and verbally communicated departmental standard operating procedures, which are outlined in detail in the SOP binder.
- Communicate with clients and assist with rechecks or other appointments as needed.
- Administer microchips as requested for S/N clients and per individual appointments.
- Knowledge and ability to intake and release patients, including delivering post-operative instructions in a competent and friendly manner.
- Train veterinary assistants, new staff members, and volunteers to utilize our patient care, cleaning, and instrument handling protocols.
- Able to respond appropriately during an emergency, able to take directions from a veterinarian and direct others during the event, and maintain competency during CPR procedures.
- Able to “glove-in” sterilely and assist doctor with surgery when appropriate.
- Able to safely express urinary bladders pre-op.
- Able to place and secure intravenous catheters.
- Correctly administer vaccinations and medications as directed by the veterinarian.
- Handle medical phone calls and inquiries.
- Effectively “team lead,” displaying a positive attitude and acting as a motivating force for all staff members.

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- Able to efficiently be part of the clinic team and maintain surgical flow.
- Assist the Clinic Manager in the training of volunteers and Veterinary Assistants.
- Able to perform all job functions of a Veterinary Assistant.
- Assemble and sterilize surgical packs and supplies.
- End of day clean up and restocking.
- Communicates in a way that demonstrates and promotes collaboration, cooperation, and problem solving. Uses good interpersonal skills to foster a positive work environment, team work and productivity.
- Provide a workplace free from serious recognized hazards and complies with all organizational, licensure and governmental standards, rules and regulations.
- Assist at APF special events as requested.
- Will be cross-trained for shelter duties and called upon if there is a need.
- Perform other duties as assigned by supervisor.
- Meet with Clinic Manager on a regular basis to update on progress of the surgical clinic flow.

Regularly required to sit, stand, answer telephones and use computers. Specific vision abilities required by this position include close vision and the ability to focus clearly. Carry and lift light objects up to 50 pounds.

ANIMAL HANDLING

- Will be asked to handle (on average) 25 dogs and cats per day
- Must be able to learn characteristics of animal behavior such as identifying aggressive or fearful behavior and act accordingly for pet and human safety, with a goal of reducing fear, anxiety, and stress.
- Must be able to use appropriate safety equipment for fractious or feral animals (will train) such as towels, gloves, nets, and shields– the use of safety equipment is mandatory.
- Must possess excellent reflexes and good common sense.
- Should be able to identify own limitations and be willing to ask for help.
- Must become proficient at animal restraint for various procedures.

LEAD RESPONSIBILITIES

- **Ordering & Inventory**- In conjunction with Clinic Manager, maintains all ordering and record keeping of controlled substances, including the biannual inventory. Ensures records of all drug use are current and compliant with state and federal regulations. Reports any errors/ issues immediately to Clinic Manager and Director of Veterinary Medicine. Works with Clinic Manager to maintain the ordering of medical supplies and inventory control for the Clinic.
- **Scheduling** - Creates and maintains Spay and Neuter clinic staff schedule on a biweekly basis.
- **Training** - Assist in creating and delivering a full and extensive training program for veterinary assistants, Licensed Veterinary Technicians and receptionists. Work to help

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deliver educational programs to the general public, to other shelters and animal care professionals.

- **Continued Team management** – Maintain “Daily Recap” procedures in order to help build up confidence in team and help to problem solve issues as they arise. Work in conjunction with Clinic Manager and Director of Veterinary Medicine to create new innovative ideas to better help the clinic and monitor the progress of the team. Bring up any personnel concerns to Clinic Manager ASAP so proper procedures can be put in place to address it further.
- **Management of Flow-** Be able to lead the team in day to day surgical flow by assigning/delegating tasks to appropriate staff members. Continuing to work towards a more efficient surgical flow during the day. Speaking to team members with respect and positivity throughout the day about all tasks. Monitoring that all daily/weekly tasks are being performed to the level at which they should be. Assessing any issues in the day to day surgical flow and working with Clinic Manager to address in appropriate way.
- **Manage Volunteers-** Work to make sure volunteer shifts are filled appropriately by working alongside of the Volunteer Coordinator and Clinic Manager. Continue to train volunteers and help to maintain positive volunteer relationship with APF. Help Clinic Manager to improve training protocols for new volunteers.

CONTACT WITH OTHERS

Has regular contact with clients, municipal representatives, personnel from other rescues and shelters, APF employees, members of the Board of Directors, donors and volunteers from across the organization. Contacts with others will require tactful exchanges, a customer service and support perspective and a professional demeanor.

WORKING CONDITIONS

- Must be able to work under stressful conditions and work efficiently and effectively under those conditions.
- Must be able to respond quickly to a variety of medical situations (with training).
- Must be able to cope with death due to surgical complication or euthanasia.
- Ability to rapidly and accurately process information.
- Ability to delegate tasks.
- Ability to recognize a need for assistance and ask for help.
- Ability to work independently and as part of a team.
- Ability to make decisions.
- Ability to cope with frustrating situations and remain calm.

APF spay and neuter clinic hours are approximately 7:15 am – 5:45 pm, Monday through Thursday. However, flexibility may be required to work extended hours as necessary, including occasional evening/weekend hours for medical emergencies, events, meetings, and training.

PHYSICAL DEMANDS

- Must be able to work standing or sitting for 10 or more hours

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- Must be able to lift and carry up to 50 pounds repeatedly throughout the day with help
- Must be able to bend and kneel repeatedly
- Must have good hearing, including ability to distinguish changes in pitch
- Must have reasonable degree of agility to move through tightly cramped areas in various situations
- Must have acceptable sense of touch and smell
- Must have good range of motion in joints especially wrist, knees, elbows
- Must have good range of motion in your back for twisting, etc.
- Must be able to work in potentially extreme environmental temperatures
- Must have acceptable sense of balance
- Must be able to work and reach on hands and knees
- Must be able to use a ladder and/or step stool
- Must possess excellent hand-eye coordination
- May be asked to move large oxygen tanks
- Must possess an acceptable degree of dexterity in hands and fingers
- Must have good vision, including peripheral vision, fine detail, distance, depth perception, and ability to focus

POTENTIAL AND PROLONGED EXPOSURES

- Prolonged exposure to various aqueous solutions, including but not limited to, dish soap, chlorhexidine, and spectra soap
- Prolonged exposure to isopropanol, hydrogen peroxide
- Potential exposure to formalin solution
- Potential for prolonged exposure to isoflurane gas
- Potential for prolonged exposure to quaternary ammonium cleaners and bleach
- Potential exposure to pressurized steam
- Potential exposure to sharps including needles and surgical blades

REQUIREMENTS

Education and Experience:

Current registered veterinary technician, with a license to practice in New York is required. All New York State required continuing education credits must be completed. Two or more years of experience in a veterinary clinic, veterinary hospital, and/or shelter or control facility is necessary.

It is the expectation that the Lead Licensed Veterinary Technician will take advantage of outside continuing education programs to keep technical skills and medical knowledge current and at a high level of proficiency.

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Knowledge and Skills:

Excellent people skills including communication, interpersonal relations, and leadership with a high degree of professionalism and competence in dealing with a variety of individuals. Ability to manage confidential information with discretion and tact. Sincere interest in APF's mission and vision.

Additional requirements:

Licensed NYS LVT and valid New York State driver's license.
Background check required.

NOTE:

The Animal Protective Foundation is an Equal Opportunity Employer. We do not discriminate on the grounds of age, race, religion, national origin, sex, sexual orientation, marital status, disability or any class protected by law.

The Animal Protective Foundation is an At-Will employer. This is not a contract for employment.

The Animal Protective Foundation reserves the right to change job descriptions and job schedules at any time without employee consent to meet changing needs of the organization.

By signing below, you are asserting that you are physically able to perform these duties with or without accommodations.

Printed Name

Signature

Date

List any accommodations needed to assist you in successfully completing these duties.