

REGISTERED VETERINARY TECHNICIAN

DEFINITION

Under general supervision, assists the Veterinarian in the medical care and treatment of animals; provides medical and surgical pre-operative and post-operative procedures for animals; and administers medications, examinations, and vaccines as directed by the veterinarian.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Clinic Manager or designee. May provide supervision and/or lead direction to animal care staff and volunteers.

DISTINGUISHING CHARACTERISTICS

The Registered Veterinary Technician is a single class position that assists licensed Veterinarians in medical care and treatment of animals in the shelter as well as owned pets. The veterinary medical focus at the Animal Center is surgery, administering medications, performing examinations, administering vaccines and laboratory procedures, monitoring the use of medical equipment, sterilizing surgical instruments, and maintaining an inventory of medical and surgical supplies including medications.

Incumbents will be required to work nights, weekends and holidays and respond to after-hours emergencies as needed; will be exposed to a working environment with animals (primarily dogs and cats) which may lead to possible exposure of unpleasant odors and noises, allergens, interactions with animals, and possible exposure to zoonotic diseases; and will be required to handle and restrain animals humanely and safely using approved protocols and practices.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Assists the Veterinarian with medical examinations, surgeries and treatment of animals; performs physical examinations to evaluate the health of animals; administers emergency care, first aid and follow up to monitor animal health as prescribed by the Veterinarian.

Administers vaccinations, treatments, medications and microchips as prescribed and maintains records for each animal and enters data into the kennel management software system.

Assists the Veterinarian in performing surgeries including high volume spay/neuter; prepares and monitors animals for pre-operative and post-operative care.

Assists in handling and restraining animals humanely and safely using approved protocols, personal protective equipment (PPE) and practices including assisting in cleaning and disinfecting kennel areas, food dishes and equipment along with feeding

and exercising animals.

Administers the humane performance of euthanasia as medically necessary and provides training of euthanasia procedures to staff.

Assists with collecting laboratory specimens for testing as directed; ensures specimens are handled and disposed of in accordance with proper protocols and procedures.

Monitors the use of medical equipment and the use of medical supplies; tracks and reconciles inventory and use of controlled substances and medications.

Participates in animal center programs, clinics and events related to animal care and adoption.

Documents and maintains medical records such as exam findings, surgery information and treatments and enters into the kennel management software system.

Provides professional assistance in the investigation of mistreatment and neglect of animals including the examination of animals impounded for abuse.

Responds to inquiries from the public; maintains effective community relations; participates in special community events; advises/explains proper medical care and treatment of animals and pets; prepares reports and maintains records.

Assists with the development of policies and guidelines pertaining to the care, medical treatment and medical screening of animals, including euthanasia by injection, handling and restraint, vaccination and microchipping, and medical screening and provide training to Animal Care Staff in these areas as necessary.

May provide supervision and/or lead direction to animal care staff and volunteers.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Symptoms of common diseases of dogs and cats.

Animal behavior, health and symptoms of common diseases; Rabies controls laws and principles of public health related to animal diseases.

Modern veterinary practices, treatment, prevention, control, surgical procedures and care for a wide range of animals.

California state, federal, and municipal animal health laws and regulations governing the impounding, releasing and euthanasia of animals.

Pharmacology when preparing and administering medications and controlled substances including drug class, medical dosing calculations, contraindications, and adverse reactions.

Physical and behavioral characteristics of domestic animals.

Biohazard waste disposal and procedures.

Safety regulations and safe work practices.

Skill/Ability to:

Multi-task and prioritize tasks; be self motivated and work in a fast paced environment.

Examine, evaluate and treat animals (primarily dogs and cats) in a professional and efficient manner as prescribed.

Prepare animals for surgical procedures including administering medications as needed.

Work under strict deadlines and focus on multiple priorities.

Physically handle and examine a wide range of animals including aggressive wild and under-aged animals safely, properly and humanely.

Assist in the development and implementation of methods to control and prevent the spread of diseases including maintaining healthy/safe/sanitary facilities.

Assist in the development and implementation of goals, objectives, policies, procedures and work standards of medical staff.

Make sound decisions, including administering medications and euthanasia of animals that are irretrievably suffering from serious illness or severe injury.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Obtain and maintain Drug Enforcement Administration (DEA) licensure as required.

Operate modern office equipment including computer hardware and software applications and kennel management software systems.

Properly store and maintain medical supplies and controlled substances.

Provide supervision and/or lead direction to animal care staff and volunteers as needed.

Safely operate a motor vehicle. (When appropriate).

MINIMUM QUALIFICATIONS

Medical License:

Possession of a current and valid certification as a Registered Veterinary Technician (RVT) issued by the Veterinary Medical Board of the State of California. Failure to maintain the valid certification for the entire term of employment in this job class shall be cause for termination.

Registered Veterinary Technicians who are licensed in another State may be qualified but must acquire a valid license from the State of California at time of appointment.

Special Requirement(s):

Possession and continued maintenance of a valid California Driver's License is required at time of appointment.

Incumbents may be required to obtain and maintain a valid Drug Enforcement Agency (DEA) license based on operational needs. Failure to obtain and maintain DEA licensure in this job class based on operational need shall be cause for termination.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 11/7/2023

NEW: TJM:vp 11/6/2023