**Job Title:** Lead Technician  
**Job Category:** Technical/leadership

<table>
<thead>
<tr>
<th>Department/Group:</th>
<th>Job Code/ Req#:</th>
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<table>
<thead>
<tr>
<th>Location:</th>
<th>Travel Required:</th>
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</thead>
<tbody>
<tr>
<td>704 Wilcrest Drive</td>
<td>none</td>
</tr>
<tr>
<td>Houston, TX 77042</td>
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<table>
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<tr>
<th>Level/Salary Range:</th>
<th>Position Type:</th>
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<tbody>
<tr>
<td>$12.50 to start. D.O.E.</td>
<td>Full Time</td>
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<table>
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<tr>
<th>HR Contact:</th>
<th>Date posted:</th>
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<tbody>
<tr>
<td>Deborah Burdick</td>
<td>Click here to enter a date.</td>
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<thead>
<tr>
<th>Will Train Applicant(s):</th>
<th>Posting Expires:</th>
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<tbody>
<tr>
<td>Must have 2 years’ experience.</td>
<td>Click here to enter a date.</td>
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<tr>
<td>Will train for our practice</td>
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</tbody>
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- **External posting URL:**
- **Internal posting URL:**
- **Applications Accepted By:**
  - **FAX OR E-MAIL:** 713-781-4684 or info@wilcrestanimalhospital.com
  - **Subject Line:** Lead Veterinary Technician
  - **Attention:** Human Resources
  - **MAIL:** Deborah Burdick, Manager
    Wilcrest Animal Hospital
    704 Wilcrest Drive
    Houston, Texas 77042

**Job Description**

**ROLE AND RESPONSIBILITIES**

Lead veterinary technicians must have a broad knowledge of animal science, medicine, and husbandry, including a basic knowledge of pharmacology and sufficient mathematical skills to endure the administration of accurate drug and fluid doses. They must be able to successfully restrain pets, complete clinical laboratory tests, use multiple radiographic techniques, administer and monitor animals under anesthesia, assist in surgery, and perform dental procedures. Lead veterinary technicians must also be comfortable in a leadership role as they will lead teams of veterinary assistants and ensure all assigned team tasks are completed on a daily basis. They will set examples for the rest of the staff.

- Know the range of services the practices provides and the species it treats
- Be familiar with dog and cat breeds and coat colors
- Follow OSHA and AAHA standards. Be able to find SDS sheets quickly
- Know and use standard medical terminology and abbreviations when speaking and writing
- Obtain the required continuing education credits required for your credentialed as well as for the practice
- Be familiar with infectious diseases, including their prevention and steps to reduce or eliminate transmission. Know the most common zoonotic diseases.
- Competently speak and write English
- Always be positive and prepared to work at the start of each scheduled shift.
- Maintain accurate personal time cards
- Maintain the appearance of the hospital and the grounds in a professional manner.
- Maintain a professional appearance while at work
- Maintain a professional and friendly demeanor while at work
- Perform tasks efficiently without rushing
• Promote a positive attitude among staff
• Handle stress with poise and tact
• Be willing and available to stay late or work through breaks when needed
• Show respect for clients, staff and pets at all times
• Have the physical strength and ability to stand for an entire shift when needed, be able to lift up to fifty pounds by yourself and over fifty pounds with assistance.
• Maintain a list of tasks and engage in productive work during slow periods
• Assist in staff scheduling and oversee kennel ensuring all kennel tasks are done at the end of the day and all pets are well
• Supervise and direct veterinary assistants. Provide guidance and assistance to veterinary assistants and provide on-the-job training to new hires
• Assist kennel and reception staff as needed
• Maintain personal certificates and licenses
• Assist in hiring new employees
• Participate in performance reviews of veterinary assistants as required
• Participate in all staff and training meetings
• Keep up with new developments in your field by reading journals and attending meetings outside of the practice.
• Organize and prepare and present training seminars for support staff
• Maintain constant vigilance in keeping doorways and enclosure doors closed to prevent pet escapes
• Maintain strict confidentiality regarding clients and pets
• Be prepared to handle any pet or facility emergency.
• Follow established facility opening and closing procedures
• Know phone functions, assistant in answering the phone by the third ring.
• Possess sufficient knowledge of animal husbandry and basic medicine to answer routing questions or refer call to appropriate staff.
• Admit and discharge patients. Provide counseling to clients regarding their pet’s procedures or treatment and follow up care.
• Complete accurate estimates as required
• Provide clients with handouts and know where the handouts are kept.
• Assist clients with unruly pets to and from their cars and to and from exam rooms
• Transfer all pets to the appropriate wards
• Scan new patients and strays for microchips or any other forms of identification and know how to contact various rescue groups and pet id services. Explain to clients the various methods of pet identification.
• Prepare medications and prescriptions for dispensing as directed by the doctor. Dispense medications as directed.
• Accurately invoice clients for services and products
• Receive and record client payments
• Assist grieving clients and comfort them. Assist in euthanasia procedures, obtain locks of fur and paw prints as requested by clients. Provide clients with memorials of their deceased pets, including the return of personal items.
• Handle angry clients with a calm and reassuring manner.
• Assist clients to their cars as needed.
- Understand the medical filing system. Be able to locate files.
- Record accurate and legible notes into charts and computer records. Make relevant notes in medical records.
- Verify and/or witness clients’ statements.
- Check files for completeness.
- Accurately file all paper medical records.
- Possess sufficient strength and assertiveness to effectively restrain pets and ensure the safety of pets, staff, and clients.
- Clean and straighten rooms in between patients.
- Obtain and record patient histories from clients in a timely manner, including TPR and sample collection.
- Identify external parasites. Perform suture removal, nail trims, and anal expressions.
- Draw up vaccines and/or injections.
- Vaccinate pets.
- Properly dispose of sharps and all biologicals.
- Keep a small notebook with you to record instructions.
- Inform the manager of all injuries. Clean wounds quickly and assess if you need further medical treatment.
- Prioritize tasks throughout the day and re-prioritize as needed.
- Clean enclosures of hospitalized patients when soiled. Maximize patients’ comfort.
- Monitor patients for any abnormalities and make notes in chart as well as report to the doctor. Monitor their behavior and label enclosures of potential safety issues with the pet. Monitor changes in pets’ condition and alert doctor to significant changes.
- Alert doctors to any pathology you note during exam.
- Follow isolation procedures. Prevent contact between contagious pets and others.
- Walk dogs on a double leash ensuring you have complete control over them at all times.
- Accurately assess patients’ TPR, RR, and RQ.
- Clip hair in a manner that minimizes clipper burn. Maintain all clippers and grooming aids.
- Complete and update enclosure cards.
- Use warning and instruction labels on enclosures.
- Prior to discharge, remove patients’ catheters and clean patients so that no body fluids or excrement are present.
- Understand the mechanics and application of standards of asepsis.
- Properly calculate medication dosages and volumes to be administered to patients.
- Place IV catheters.
- Administer IV, IM SQ, and oral medications.
- Provide IV and SQ fluid therapy. Calculate, add, and administer medications through fluids.
- Monitor, adjust and maintain IV infusion pumps.
- Apply bandages and splints.
- Clean, swab, and/or flush ears and administer ear medications.
- Trim nails to the quick without causing bleeding.
- Provide physical therapy.
- Provide medical grooming.
- Understand the various methods to stop bleeding
- De-flea and de-tick patients
- Identify a patient’s level of pain
- Assist kennel staff in medicating and treating boarders. Perform twice daily checks of boarding pets
- Safely and effectively restrain pets for examination, venipuncture and safely use restraint devices when needed
- Perform venipuncture using the cephalic, saphenous, and jugular veins
- Collect urine and fecal samples. Perform needle aspirates as directed and properly process them
- Set up and record ECG
- Collect and properly store canine semen and make effective smears from vaginal smears
- Obtain ear swabs and cultures for analysis
- Express anal sacs.
- Properly implant microchip and test them
- Provide basic life support, including CPR, airway maintenance and oxygen therapy
- Know where the emergency drug kit is located. Maintain in date drugs inventory
- Control bleeding using bandages and tourniquets
- Provide fluid and pharmacologic therapy under veterinary supervision
- Provide cooling baths and enemas for heatstroke patients
- Understand the paperwork and procedures of outside laboratories used by the practice
- Maintain laboratory test kits and reagents, maintain lab equipment, stains, fecasol, etc
- Make smears of body fluids and properly stain them as directed
- Properly make, stain and evaluate blood smears
- Evaluate vaginal smears to determine stage of estrus
- Perform urinalysis, fecal examination, skin scrapings and ear smears and how to record this information in lab logs, charts and Avimark
- Perform routine ELISA tests in house, set up and read hematocrits.
- Use handheld glucometers, evaluate blood clotting times
- Collect and prepare samples for bacterial and fungal cultures
- Maintain quality control for in house equipment
- Maintain medical equipment and record in logs
- Know the names of the surgical equipment and instruments and how to maintain them including cleaning and sterilization
- Prepare surgery suite for incoming patients
- Prepare patients for surgery. Properly position patients for surgery
- Proper use of warm-water baths.
- Proper hand scrubbing techniques as well as how to aseptically don surgical gloves, mask, gowns, etc.
- Assist surgeons with gowning
- Anticipate surgeon’s needs for assistance in surgery
- Monitor patients’ recoveries. Stimulate and care for puppies and kittens removed by cesarean section
- Maintain surgery logs, controlled substance logs,
- Know how to properly store and perform inventory on controlled-drugs
- Keep surgery worksheets
- Clean surgery suite and equipment as well as surgery prep area and equipment
- Properly dispose of sharps
- Operate the autoclave and how to maintain it
- Pack and autoclave all items requiring sterilization
- Know the names and how to use dental instruments and equipment. Know how to maintain the dental equipment
- Understand the reason for and the use of personal protection equipment during dental procedures
- Recognize significant dental and gum disease, chart it and bring it to the veterinarian’s attention
- Perform dental scaling and polishing without traumatizing the gingiva
- Perform fluoride treatments, apply Oravet
- Be able to operate the anesthesia machine and maintain it
- Routinely check and replace soda lime/F air canister. Check for leaks within the system and ensure the scavenger system is working properly
- Understand the difference between closed and open-circuit administration, adjustments for oxygen flow rates and anesthetic percentages
- Check the level of Isoflurane and add as needed
- Check the pressure in oxygen tanks and change as needed. Check the system for leaks. Test all aspects of the oxygen system for any issues and promptly report and/or repair
- Test endotracheal tubes cuffs for leaks, how to clean and maintain them
- Know the volume of air that should be used to inflate the cuffs
- Understand the various anesthetic agents used and how to administer pre-anesthetic drugs and record the times of administration.
- Estimate endotracheal tube size for patients and how to pass them safely. Check patients for proper respiratory function during intubation
- Monitor surgical patients by tracking anesthetic depths using TPR, pulse ox, ECG’s, etc. Use of palpebral, toe pinch and corneal reflexes to assess and maintain surgical planes
- Adjust levels of anesthesia as needed.
- Maintain anesthetic log books
- Maintain radiographic and shielding equipment to maximize patients’ and staff safety. Record maintenance data
- Know how to position and measure patients properly, and use the proper technique to ensure the least amount of radiation exposure to patient and staff.
- Know how to use the digital x-ray unit.
- Use personal protection equipment and dosimeters while actively taking x-rays
- Consistently use left and right markers.
- Adjust machine settings to correct technique failures
- Maintain the radiographic log book
- How to burn a CD of radiographic images
- Prepare and position patient for ultrasound and restrain as needed.
- Clean and maintain ultrasound machine
- Maintain adequate inventory in assigned zone and regularly look for out dated products
- Notify the doctor in a timely manner about items that are needed to be ordered
- Receive and stock supplies and file invoices and packing slips in the proper place

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

High school diploma/GED
AVMA accredited veterinary technology program or other recognized related program
Certification as a veterinary technician
Experience can substitute for educational requirements at the discretion of the owner

**PREFERRED SKILLS**

Five plus years’ experience as a technician and one year's experience in a supervisory position

**ADDITIONAL NOTES**

[Type any additional notes if needed.]

<table>
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<th>Deborah Burdick</th>
<th>Date:</th>
<th>June 4, 2014</th>
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<tbody>
<tr>
<td>Approved By:</td>
<td>Dr. Jane Milan</td>
<td>Date:</td>
<td>June 4, 2014</td>
</tr>
<tr>
<td>Last Updated By:</td>
<td></td>
<td>Date/Time:</td>
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