Medical Technician

SUMMARY: The BHS Spay & Neuter Clinic is a high-volume clinic, with a majority of surgeries being the routine spay/neuter of dogs and cats (both BHS and public animals) however, additional procedures such as health examinations, amputations, enucleations, and dental procedures are also performed. Medical Technicians are an essential part of this process and must have the ability to maintain a positive attitude, strong work ethic, and be an effective team player in a fast-paced work environment. Medical Technicians provide care as directed by the staff veterinarian.

DUTIES AND RESPONSIBILITIES:

Veterinary and Medical Care

- Prepare surgical paperwork (intake, patient charts and discharge instructions).
- Perform check-in for surgery patients and aid in identifying any special needs (URI symptoms, wounds, hair loss).
- Perform instrument cleaning, pack preparation and sterilization.
- Restrain patients for vet examinations and during induction.
- Prepare patients for surgery (shave and scrub).
- Monitor patients pre-, intra-, and post-operatively.
- Ensure both pre- and post- op stations are clean, appropriately stocked, and organized.
- Prepare and administer vaccinations and other treatments designated by the veterinarian post-operatively.
- Collect and perform routine laboratory procedures, dispense medications, and assist in surgery, as needed.
- Perform venipunctures, nail trims, suture removal, ear cleanings, anal glands, and fluid therapy.
- Maintain medical records with accurate, succinct, and detailed descriptions of patients; enter data accurately into medical software, Avimark.
- Ensuring all paperwork is properly completed and all vaccines are current.
- Perform and interpret basic diagnostic tests such as, but not limited to, fecal floatation, skin scrapes, heartworm test, FeLV/FIV tests etc.
- Perform venipuncture, testing, and drug and fluid calculations
- Perform intramuscular and subcutaneous injections.
- Follow veterinary care protocol for animals – including medical, behavior and general care protocols for the health and well-being of the animals.
• Comply with all laws pertaining to controlled drugs.
• Understanding of standard veterinary terminology, procedure and animal health issues.
• Assist with or perform euthanasia when required.
• Other tasks as assigned by the Clinic Manager or Veterinarian

Administrative Duties

• Maintain and create records by accurately recording treatments, examinations and test results on computerized patient charts and other medical records.
• Assist with Asilomar and Controlled Substance Log record keeping and accuracy
• Participate in regular staff meetings

Safety

• Ensure a safe work environment by following all safety guidelines and modeling safe work practices.
• Take immediate action to address any safety concerns that could put a staff member, volunteer, customer, animal, or the organization at risk

CONTACTS WITH OTHERS: Will have contact with the general public, outside vendors, shelter employees, volunteers, donors, supporters and board members. Excellent customer service skills are essential to success.

WORKING CONDITIONS: Work is performed in a shelter/animal hospital setting; frequent bending, reaching, kneeling, and climbing stairs while seeing patients. This job requires prolonged standing and walking throughout the day. Will be frequently exposed to disinfectants, contaminants, animal waste, etc. Subject to animal bites and scratches while handling animals. Regularly lift, carry animals weighing up to 50 pounds. Consistently exposed to animals and animal allergens under conditions with limited alternatives available

WORK SCHEDULE: Work days will be Monday thru Friday or as scheduled by Clinic Manager

PHYSICAL DEMANDS: Must be able to lift a minimum of 40lbs.

REQUIREMENTS:

• EXPERIENCE preferred as a veterinary assistant or equivalent.
• High school diploma or equivalent certification.
• Experience in animal welfare, shelter operations or high volume spay/neuter clinic a plus.
• Commitment to the mission, values, goals, and success of the Butte Humane Society.
● Experience with humane animal handling and restraint techniques of healthy, ill and feral animals.
● Experience in caring for and handling animals in a safe, effective and humane manner, especially larger and possibly untrained pets.
● Comfortable working in the shelter environment and willing to accommodate animals in the work place.
● Computer literate and able to master veterinary software as applicable to clinic operations.
● Knowledge of basic dog and cat physiology, anatomy and behavior as it relates to understanding the general health of animals.
● Ability to understand and communicate pertinent medical information with colleagues and clients.
● Self-motivated and able to initiate and complete tasks.

This position description does not imply that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.

Job Type: Full-time