



“Working together to provide comprehensive care while
Improving the lives of our patients and families”

Teamwork Appreciation Compassion Communication Respect

JOB DESCRIPTION

Job Title: ***Lead Registered Veterinary Technician (RVT)***

Reporting Relationship: ***Office Manager and Dr. Anderson***

POSITION SUMMARY: All duties of a RVT as stated per Lincolnway Veterinary Clinic and oversee and manage team of assistants and technicians.

CORE COMPETENCIES FOR ALL POSITIONS:

- I. Mission, Vision, Core Values and Behaviors: Weight = 20 %**
- Exemplifies the organization’s core value of service, by acting toward coworkers, clients, patients, doctors and others in ways that are consistent with the organization’s mission.
 - Relates to others in a cooperative, supportive, respectful and non-judgmental manner.
 - Displays a willingness to assist coworkers with a team-oriented philosophy.
 - Demonstrates appropriate written and verbal communication skills in a manner consistent with professionalism and respect even during times of disagreement.
 - Understands and observes safety rules.
 - Follows established processes and procedures.
 - Maintains attendance and observes working hours, starting times, lunch breaks and quitting times.
 - Maintains appropriate personal and professional appearance including compliance with uniform requirements.
 - Performs any other duties requested by the doctor or practice manager.
- II. Service Excellence/Continuous Performance Improvement: Weight= 15 %**
- Maintains consistently high client sensitivity and responsiveness in day-to-day encounters.
 - Identifies appropriate opportunities for innovation, develops new and effective solutions.
 - Maintains a standard of accuracy, neatness, conscientiousness, and attention to detail that result in reliable work results.
 - Balances the demands of multiple assignments by determining priorities of work order in such a way that results are consistently achieved on time and ensures quality services.



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III. Cost-effective, Efficient Service Delivery: Weight = 5%

- Efficiently prepares and makes available all necessary supplies for exams and appointments.
- Ensures inventory control through cost-effective utilization of medical/surgical supplies.
- Ensures a high level of documentation in animal medical records by recording all conversations with clients and any services provided.
- Ensures the clinical area, including the operating room and procedure room, is clean and ready for the start of each business day utilizing daily and weekly cleaning checklists.

KEY PERFORMANCE RESPONSIBILITIES SPECIFIC TO THIS POSITION:

IV. Leadership Weight 10%

- Ensures clinical department operations (processes, systems and communications) are developed, implemented and executed aimed at delivering outstanding medical service and client service.
- Assists with the recruitment of highly talented team members that ultimately support the practice priorities.
- Trains all clinical staff to ensure a high-performance team.
- Engages with practice leaders the team to actively identify, discuss and solve operational issues.

V. Client Service Weight 10%

- Greets clients timely and with a professional, courteous, friendly demeanor.
- Discusses discharge instructions thoroughly with client, goes over medications and instructions, recommends recheck or other visits and verbally communicates doctor recommendations.
- Discusses diet, medications, and various treatments recommendations with client in a professional, compassionate and comfortable manner.
- Instructs and gives demonstrations to clients on how to administer sq fluids or give insulin injections.
- Records conversations in medical records.

VI. Computer Skills Weight 5%



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- Knows how to navigate within practice management software to perform any task needed and records in medical records.
- Enters charges, prints lab requisition forms, enters and prints prescriptions, schedules appointments.
- Makes copies of x-ray films to disc, emails x-ray films.

VII. Nursing Care **Weight _7.5_%**

- Medicates patients either orally, giving injections, or applying transdermals, and understands proper techniques for handling the patient while medicating.
- Monitors and records observations regarding all patients in the hospital and reports observations to a doctors.
- Documents in medical records all conversations, observations and status reports regarding patients, conversations with clients, and doctor’s instructions.
- Sets up and uses medical equipment properly, following safety guidelines
- Understands medical terminology, including dosage instructions and is familiar with drugs prescribed for treatment.
- Communicates with doctors in a professional manner and understands and carries out instructions as directed and in a timely fashion.
- Performs IV catheterization, programs IV pump according to doctor’s instructions.
- Fills prescriptions according to instructions, documents properly in the medical record, and calls in prescriptions when needed to pharmacies.

VIII. Surgical and Dental Care **Weight _7.5_%**

- Performs surgery prep on all patients accurately as per doctor instructions and in a timely fashion to ensure doctor remains on schedule and is productive.
- Performs anesthesia induction of animal according to hospital protocol and doctor specifications.
- Prepares surgery room and equipment.
- Monitors animal during surgery, observing heart rate, respirations and blood pressure during the procedure; reports to doctor.
- Recovers patient after anesthetic procedure to ensure the patient is safe and properly cared for at all times.
- Performs dental procedures, immediately documents activity in the medical record, and reports medical information including abnormalities to doctor.
- Performs proper instrument cleaning and sterilization techniques, wraps packs for autoclaving, and safely uses autoclave to sterilize instruments for the next day’s surgery cases.



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- Performs therapy laser treatments on patients with thorough knowledge of how to program and use laser machine according to safety guidelines.

IX. Laboratory Weight 5 %

- Obtains blood, urine and other samples from patient ensuring patient safety and well-being.
- Runs blood samples on in-house laboratory machines, documents results in medical records and reports results to doctors.
- Prepares and analyzes urinalysis, fecal flotations, cytologies, smears, stains, and combo tests accurately and in a timely fashion.
- Prints lab forms, prepares requisitions and processes reference lab blood work in a timely fashion to ensure samples are ready for daily pick-up by lab personnel.

X. X-Rays Weight 5 %

- Uses safety guidelines, wears proper protective equipment when taking x-rays.
- Positions the animal correctly for different views.
- Uses digital x-ray equipment according to guidelines.
- Enters information on x-ray computer
- Completes radiology procedures in a timely fashion, documents results in the medical record and provides images to doctors.

XI. Animal Restraint Weight 5 %

- Instructs all team members on appropriate restraint techniques to ensure patient, doctor and team member safety.
- Performs various restraints for procedures needed to be done to the animal, making sure the safety of the animal and the doctor or technician performing the procedure is of primary concern.

XII. Marketing and Development Weight 5 %

- The team member should be willing to help in the community and actively market to bring new business to the practice.
- Will help find areas where we can be involved in the community on a quarterly basis at a minimum