



## DeZavala-Shavano Veterinary Clinic Veterinary Nurse (Tech) Job Description

**Summary:** Give excellent customer service through various duties which directly affect the animals under our care and maintain a quality clinic environment. Multi-tasking is often required to accomplish these goals. Duties include the following:

### **Patient Care**

- Be familiar with clinic services and products, including preventive pet health care.
- Notify clients of services needed for their pet, recommending products and services as appropriate.
- Prepare exam room for examination of pets.
- Prepare patient, medications, and equipment for surgery and/or procedures.
- Assist doctor(s) during surgical and treatment procedures; monitor patient vital signs during anesthetic procedures.
- Do cursory physical exams on pets; record pet's weight and temperature.
- Restrain patients during examination and treatment.
- Administer medications and injections to patients.
- Dispense medications for patients as directed by doctor(s).
- Follow doctors' instructions for patient care and inform doctor of patient's status.
- Perform laboratory tests.
- Perform dental cleanings and other professional services, including grooming services.
- Take and develop x-rays.
- Review boarder records for medications, vaccinations, baths, etc.
- Follow special care instructions for pets.

### **Housekeeping**

- Maintain clean, organized and well-stocked work area.
- Clean and prepare procedure packs. Clean up after procedures.
- Maintain inventory and supplies.
- Maintain and clean instruments.
- Operate and maintain various veterinary equipment--laboratory, anesthesia machine, autoclave, dental unit, x-ray equipment, etc.

### **Office**

- Take in and discharge pets; provide clients with discharge information and instructions.
- Address client questions and concerns; provide quotes for common services and products.
- Maintain computer and paper files for clients and patients. Update as needed.
- Enter services performed and products dispensed into computer as well as patient's paper record.
- File and label x-rays.

### **Miscellaneous**

- Be able to carry pets and/or products weighing up to 40# without assistance.
- Assist other staff members as needed.
- Perform other tasks as assigned.