



Butler Veterinary Associates, Inc.

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Butler, PA 16001
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Serving the community since 1992

Keith B. Harvey, DVM
Amy Wilson, DVM
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Kim Berry, DVM
Sandra Skultety, DVM
M. Ann Herschl, DVM

Name: _____

Today's Date: _____

Address: _____

Home Phone: _____
Other Phone: _____

POSITION APPLYING FOR:

Technician Tech Assistant Receptionist Kennel Attendant

30-40 hours per week 10-29 hours per week Seasonal for _____

Weekends Only Evenings Only Daylight Only Available all hours
Possible end time of 9 PM Possible start time of 7:30 AM 7:30 AM - closing

Salary Expectation: \$_____ /hr

WORK HISTORY (begin with most recent):

Job Location: _____ Dates: _____

Address & Phone: _____

Supervisor: _____

Position/Title: _____

Duties: _____

Reason for leaving: _____

Job Location: _____ Dates: _____

Address & Phone: _____

Supervisor: _____

Position/Title: _____

Duties: _____

Reason for leaving: _____

Job Location: _____ Dates: _____

Address & Phone: _____

Supervisor: _____

Position/Title: _____

Duties: _____

Reason for leaving: _____

EDUCATION:

High School _____
College _____

Graduated: () Yes () No () GED Date:
Graduated: () Yes () No Date:

Please give us **5 attributes** that you can consistently bring to our hospital that will make you indispensable:

Please describe your experience with animals and animal care taking:

Please review the JOB DESCRIPTION – are there any aspects of the job you have questions about? That you are unsure of? That you have concerns about?

Have you ever been convicted of a felony? (If yes, please explain) _____

I am giving my consent to permit Butler Veterinary Associates to conduct a background check on the information I have provided. I release previous employers, schools and any agents acting on behalf of the company or school from any and all liability relating to any investigation of the information contained in this application. _____ initials

I understand that no promises regarding continued employment have been given to me about this job. If I am offered this position, I have the right to be terminated at will, with or without cause or notice, and I may resign at any time. _____ initials

I certify that the information contained in this application is correct. If the company determines that any of the information submitted in this application is false, I shall be immediately disqualified from consideration for employment and/or discharged from employment in accordance with company policy.

Applicant's signature: _____ Date: _____

JOB DESCRIPTION

VETERINARY TECHNICIAN

Job summary: To assist the veterinarian in all aspects of animal care- showing compassion for the pet, attention to medical detail and excellent communication between clients and staff. Performs a variety of electronic and chemical laboratory tests to ensure that pet care is complete and proper.

Essential Duties and Responsibilities: These include the following duties; however, other duties may be assigned.

- To provide the best quality compassionate veterinary care.
- To educate yourself and our clients so that we can make informed decisions.
- To treat all patients, clients and teammates with respect and dignity.
- To promote an awareness of veterinary medicine and its importance to the community.
- To participate in various team projects (submit new ideas and supervise projects)

a) Exam Room Assistant-

- Monitor Vaccination Schedules
- "Kitten and Puppy talks"
- Record Medical History, Temperature, Weight
- Collect lab samples
- Develop and present estimates
- Review and present invoice to client
- Dismissal of all routine surgeries
- Perform nail trims, vaccination, ear cleaning, anal gland expressions, suture removals
- Review prescribed medication, products, and diets
- Keep exam rooms stocked and orderly
- Restrain animals as necessary

b) Laboratory and Pharmacy-

- Collect and run all lab samples (fecals, blood glucose, heartworm tests, pre-anesthetic profile, urinalysis, fungal cultures, CBC, QBC, ear cytology, FeLV/FIV test, skin scrapings, culture & sensitivities, differentials, fine needle aspirates, etc.)
- Submit and track lab samples
- Report medical results and DVM's recommendations
- Fill all prescriptions

c) Hospitalization-

- Monitor and evaluate all patients
- Perform injections, sample collection, treatments, diagnostics, radiology including generating film, logging radiographic settings, filing films, maintaining automatic developer), and lab work
- Record all charges daily- Advise clients of bills and progress of patient.

VETERINARY TECHNICIAN Continued

d) Surgery-

- Admit patients and advise of pre-anesthetic lab work
- Administer pre-anesthetic injection
- Induce anesthesia, intubate, and prepare for surgery
- Monitor patients
- Prepare charges and discharge instructions
- Release patients and review post operative instructions with the client
- General housekeeping of surgical suite
- Maintain surgical equipment and sterilized packs

e) Housekeeping-

- General housekeeping to maintain safety and cleanliness of the hospital ie., sweep, mop, dust, restock, organize, shovel, salt

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and Experience:

- High School diploma or equivalent
- Work experience with a licensed Veterinarian preferred
- Graduate of Veterinary Assistant training program preferred

Knowledge and skills:

Must possess excellent written and oral communication skills. Must understand and have a good working knowledge of job related technology, medical terms and procedures. Must have ability to work independently, follow instructions, work well with others and give attention to detail. Must possess general computer skills and be able to operate organization's computer programs.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, handle objects, tools or controls, and reach with hand and arms. The employee frequently is required to stand and sit. The employee is required to walk, stoop, kneel and talk and hear. The employee must regularly lift and/or move up to 40 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.