



## **Registered Veterinary Technician (RVT)**

### **Job Summary**

The RVT is responsible for key veterinary support functions for both clinic and surgical services. The position directly supports the veterinarians and reports to the Practice Manager or other designated leader.

### **Primary Responsibilities**

- Assists the veterinarian with all aspects related to clinic appointments and surgical procedures. Duties include but are not limited to the following: Animal restraint, triage of incoming patients, collection and analysis of lab samples, diagnostic imaging, management and nursing care of medical and hospitalized cases with varying degrees of stability, administration of medications, effective communication of treatment plans with clients, surgical preparation and assistance, and anesthetic management. Coordinates appointments for boosters, HWT, FeLV/ FIV tests, bloodwork, nail trims, giving fluids, and anal glands.
- Sets up and reads in-house diagnostics (urinalysis, fecal, FNA, HWT, FeLV/FIV test, etc.).
- Assists with all aspects related to outside diagnostics. Includes but not limited to: sending results to veterinarian; updating patient log; and client follow-up
- Prepares charges and invoices for services. Able to explain appointment billing to clients.
- Answers medical questions from client calls and visits.
- Collaborates with veterinarian and clients what diagnostics or treatments we are able to provide.
- Educates clients on the benefits of spay/neuter, testing for heartworm or FeLV/ FIV and related preventative care.
- Assisting t in maintaining the controlled substances logs
- Maintains the order and cleanliness of pharmacy and exam rooms.

### **Qualifications**

- Must be a Registered Veterinary Technician in the State of Ohio
- Minimum of 2 years' recent experience in a veterinary clinic and surgery care setting
- Strong written and oral communication skills
- Well organized, prompt and detail-oriented
- Able to prioritize and work independently
- Willing and able to adapt to changing needs of a growing organization
- Compassionate; values the relationship between humans and animals
- Experience with Intravet or other practice management software program
- Able to stand for extensive periods of time, walk, stoop, kneel, and lift/carry 50+pounds