



Solutions Northwest, Inc.

Specializing in Stay-at-Work Systems

JOB ANALYSIS

Job Information

Job Title: Veterinary Technician
Source: Employer/eDOT
Date of Contact: July 8, 2015
Employer: Washington County - Bonnie L. Hays Small
Animal Shelter
Analysts: Felicity Jackson, MS, CRC, CEOE

eDOT Information

eDOT Title: Veterinary Technician
eDOT Code: 079.361-014
SVP: 6 (1 to 2 years)
Strength: Medium
Actual Strength: Very Heavy
Shift: 9 hours

Purpose

The Veterinary Technician performs specialized technical work related to the medical care and treatment of animals in the veterinary clinic of the Washington County Animal Services Shelter, and assists the Animal Services Veterinarian with medical procedures and the day-to-day functions of the shelter.

Supervision Received and Exercised:

The Veterinary Technician receives general supervision from the Animal Services Veterinarian. The Veterinary Technician may exercise functional and technical supervision over assigned shelter staff, volunteers, and students.

Job Duties

Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Constantly 67-100%
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Duties may include, but are not limited, to the following:

Frequently - Assist the Veterinarian in surgical procedures by preparing animals as directed; prepare instruments, equipment, and medicines for surgery; outfit the operating room with surgical packs; calculate, administer and record pre-anesthetic and induction drugs; induce and monitor anesthesia; provide assistance to the Veterinarian during surgical procedures; observe and report animal health changes pre-and post- anesthesia and surgery; and prepare and maintain surgical data records.

Frequently - Provide assistance to the Veterinarian in providing medical care to animals; respond to emergency situations and provide triage care; administer and record medications and treatments; collect specimens; prepare laboratory samples; evaluate in-house lab work; and prepare lab work done at other facilities.

Solutions Northwest, Inc.

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Frequently - Provide functional and technical training to Animal Shelter staff and volunteers, and be responsible for addressing any safety concern or noncompliance of rules.

Occasionally - Receive and review reports from Animal Shelter Technicians regarding the health status of animals and follows up on examinations; make observations on the health of sheltered animals and report findings to the veterinarian.

Occasionally - Order and maintain shelter inventory of controlled substances, medical supplies and medication; distribute and record designated quantities of controlled substances; maintain detailed medical records and drug logs; and maintain veterinary equipment in good working order.

Rarely - Transport sick or seriously injured animals to other veterinary facilities or partner agencies.

Rarely - Determine the correct procedures and substances to inject animals for the purpose of euthanasia.

Rarely - Assist Animal Shelter Technicians to clean and sanitize animal kennels and shelter facilities, feed and provide water to shelter animals, as needed.

Rarely - Perform other duties as assigned.

Not Required	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Constantly 67-100%
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POSTURAL REQUIREMENTS OF THE LOWER EXTREMITIES AND SPINE

Note: Frequency will vary by season and weather; these are “error-on-the-high-side” estimates.

Posture	Frequency	Activity
Sit	Occasionally	The Veterinary Technician will sit in a task chair while entering medical records, notes, lab work, ordering supplies, responding to emails, and preparing blood work for testing. They will also sit when operating a work vehicle to transport animals and lab supplies.
Stand	Rarely	Standing may occur when preparing for surgery, when communicating with members of the community, when training and discussing an animal’s care, and when communicating with shelter technician regarding an animals health. The Veterinary Technician may choose to stand when working on the computer to enter medical records, notes, and respond to emails.
Walk	Constantly	They will walk in the medical room to prepare for surgery and outdoors to walk with an animal. They will walk throughout the shelter’s property to put records and supplies away, to retrieve animals, and to greet pet owners or members of the community. The Veterinary Technician will walk on a variety of surfaces including, but not limited to, carpet, linoleum, cement, asphalt, grass, gravel, dirt, mud, snow, and wet or icy surfaces.
Crouch	Rarely	Crouching may be necessary when obtaining animals, when comforting nervous animals, when obtaining items on lower

		level shelves, when recovering animals from anesthesia on the shelter floors, and when rechecking animals' recovery after surgery.
Kneel	Rarely	They may kneel when restraining larger animals and when recovering animals from anesthesia on the shelter floor.
Crawl	Rarely	The Veterinary Technician may crawl to obtain animals stuck in low level places, this can include saving animals from hoarding situations.
Stoop/Bend	Frequently	Stooping or bending may occur when accessing items on lower level shelves, accessing animals, doing laundry, cleaning drains, preparing the surgery room, cleaning low level areas and equipment in the surgery room which includes mopping and sweeping activities.
Twist	Occasionally	The Veterinary Technician will twist when addressing an animal from a standing position as not to make the animal feel threatened. They may twist to give a treat to an animal, this can occur while walking or standing. Twisting while holding up to 50 pounds may occur in the surgery room due to the small quarters of the room. They will twist when cleaning and preparing the surgery room.
Climb	Not Required	
Balance	Occasionally	Maintaining balance is needed when working with animals and is often paired with twisting motions. Maintaining balance is also necessary in order to recover quickly from being pushed, pulled, or jumped on by an animal. Maintaining balance is necessary when carrying large animals who are either in an unconscious or a semiconscious state.
Operate Controls	Rare	The Veterinary Technician will use the lower extremities to operate the work vehicles, to raise and lower the operating table, and when working with the dental machine.

POSTURAL REQUIREMENTS OF THE UPPER EXTREMITIES

Posture	Frequency	Activity
Reach Below Waist	Occasionally	The Veterinary Technician will reach below waist level when working with animals at low levels, clipping leashes on animals, working with animals in low level kennels, obtaining laundry supplies from lower shelves, restocking lower shelves, recovering an animal on the floor, obtaining fecal samples, and cleaning, sweeping, and mopping the exam and surgery rooms.
Reach at Waist	Frequently	They will reach at waist level when working with animals in waist level kennels, obtaining laundry supplies from waist level shelves, restocking waist level shelves, and when cleaning the exam and surgery rooms. They may also reach at waist level when working on the computer, working with animal on the exam or surgery tables, preparing for surgery, when wrapping surgical packs, and when maintaining

		controlled substance drug logs.
Reach Shoulder to Overhead	Rarely	Reaching overhead may occur when obtaining supplies and medications located on high level shelves, cleaning and preparing the exam and surgery rooms, obtaining manuals and ordering documents from high levels shelves, obtaining printouts from the computer printer, and obtaining cats on high shelves that have escaped from their kennels.
Handle/Grasp	Constantly	The Veterinarian Technician will grasp leashes, the computer's mouse, animals, spray bottles, work vehicle steering wheel, medications, mop and broom handles, animal carriers, restraining small animals, rolling an animal's vein, wrapping surgical packs, connecting tubes and bags, restocking supplies, and the microchip scanning gun.
Operate Controls/Upper	Frequently	Operating controls with the upper extremities occurs when working on the computer, using the telephone, using cellular telephones as pagers, operating a work vehicle, operating the anesthetic machine, centrifuge, and microscope.
Fine Finger Dexterity	Frequently	They will use fine finger dexterity when working with the blood machine, centrifuge, microscope, pipets, or drawing blood. They will write with a pen or a pencil, connect small surgical tubes and bags, monitor equipment, intubating animals, drawing injectable medications, administer medications from a dropper, checking nasal discharge and cheek pulse, conducting lab work, and collecting animal bodily fluid samples.

EXERTION REQUIREMENTS

Lift/Carry	Frequency	Range/Distance	Item
1-5#s	Frequently	Up to 50 yards	Small animals, medications, equipment, small boxes of supplies, pens, pencils, lab work, leashes, documents, towels, clipboards, treats, and the mop and broom
6-10#s	Frequently	Up to 50 yards	Medium sized animals, boxes of supplies, soiled laundry, empty mop bucket, a wet mop, laptop computer, printer, gallon water jug, and small bags of animal food
11-25#s	Occasionally	Up to 50 yards	Partially full mop bucket, larger animals, boxes of supplies, larger bags of pet food, and canned pet food
26-50#s with assistance on larger items	Occasionally	Up to 50 yards	Larger animals, boxes of supplies, litter, large bags of dog food, and machinery and equipment
51-150#s with assistance	Rarely	Up to 50 feet	Large dogs
> 151#s	Not Required		

Push/Pull	Frequency	Distance	Item
1-10#s	Occasionally	Up to 50 feet	A scared animal pulling on a leash, rolling mop bucket, empty gurney, maneuvering unconscious animals, doors, cupboards, and chairs
11-25#s	Occasionally	Up to 50 feet	A scared animal pulling on a leash, maneuvering unconscious animals, gurney with an animal on it
26-50#s	Rarely	Up to 50 feet	A scared animal pulling on a leash, air conditioning unit from the back annex, gurney with an animal on it up hill or over a threshold
51-75#s	Rarely	Up to 50 feet	A scared animal pulling on a leash, gurney with an animal on it up hill or over a threshold
> 76#s	Not Required		

MENTAL, SENSORY & ENVIRONMENTAL DEMANDS

Sensory	Frequency	Activity
Talk/ Hear	Frequently	The Veterinary Technician will talk with and listen to members of the community, staff members, as well as the Veterinarian.
Near & Far Acuity	Frequently	Near and far acuity are necessary when performing surgical procedures on animals, examining an animal from a distance to identify abnormalities in gait or other unnatural movement behaviors.
Depth	Occasionally	Depth perception is needed when moving around the exam and surgery rooms, when operating a vehicle, and when rolling an animal on a gurney.
Color Vision	Rarely	Color vision is necessary when identifying color coded induction medications, identifying urine color as well as urine dipstick color, and color coded paperwork.
Field of Vision	Rarely	Field of vision is necessary to assure a safe environment is maintained for the animals and shelter workers.

Temperament

	Yes	No
Dealing with people; Outside of getting Instructions	X	
Performing Repetitive or Short Cycle Work	X	
Working Under Specific Instructions	X	
Performing a Variety of Duties	X	
Performing Effectively Under Undue Stress	X	
Expressing Personal Feelings		X
Working Alone or Apart in Physical Isolation from Others		X
Influencing People in Their Opinions, Attitudes & Judgments.	X	
Attaining Precise Set Limits, Tolerances & Standards	X	
Directing, Controlling or Planning Activities of Others	X	
Making Judgments & Decisions	X	

Understanding and Memory **Yes** **No**

Memory	X	
Short Instruction Memory	X	
Detailed Instruction Memory	X	

Sustained Concentration **Yes** **No**

Short Instructions Carrying Out	X	
Detailed Instruction Carrying Out	X	
Concentration & Attention	X	
Work Set Schedule	X	
Work Ordinary Routine	X	
Working under Distractions	X	
Make Simple Decisions	X	
Limited Cognitive Breaks	X	

Social Interaction **Yes** **No**

Public Interaction	X	
Requires Request for Assistance	X	
Have Work Reviewed, Feedback	X	
Have Positive Peer Interaction	X	
Maintain Socially Appropriate Work Behavior	X	

Adaptation **Yes** **No**

Adaptation to Change	X	
Hazard Awareness	X	
Travel - Distances and Overnight	X	
Independent Planning; Goal Setting	X	

Environmental Condition **Yes** **No**

Exposure to Weather	X	
Extreme Cold (non-weather related)	X	
Extreme Heat (non-weather related)		X
Wet and/or Humid (non-weather related)	X	
Noise Intensity Level - 3 Moderate	X	
Vibration		X
Atmospheric Conditions		X
Proximity to Moving Parts		X
Exposure to Electrical Shock		X
Working in High, Exposed Places		X
Exposure to Radiation		X
Working with Explosives-Oxygen & Auto Clave		X
Exposure to Toxic or Caustic Chemicals	X	
Exposure to Injury from Biohazards	X	

Types of Chemicals

Trifectant (powerful disinfectant), Chlorhexidine solution (an antiseptic and antimicrobial disinfectant), Med-Chem Pink Germicide, alcohol, hydrogen peroxide, bleach, cleaning products, ISO (anesthetic gas), Fatal Plus (euthanasia liquid), medications, pyrethrin based topical flea pesticides, and deworming products

Personal Protective Equipment Used

Scrubs, Tyveks suits, closed-toe shoes, isolation gowns, caps for hair, booties, masks, plastic shield masks, and latex, vinyl, and leather gloves

Operation of Machines, Equipment, and Tools Used

Computers, telephones, cellular telephones, leashes, portable animal crates, anesthetic machine, air conditioner/heater, autoclave, microscope, centrifuge, vet test, microwave, woods lamp UV light, and surgery tables

Vehicles or Moving Equipment Used

Work vehicles

Required Knowledge, Skills and Abilities

Knowledge of:

- Veterinary medical/surgical practices, procedures and laboratory procedures;
- Safe and accurate handling of animal care, medical, laboratory and euthanasia equipment;
- Techniques of safe and humane euthanasia of animals;
- State laws and local ordinances relating to the care, treatment, and impounding of animals;
- Basic animal care, handling and breed identification;
- Common animal diseases, including those for dogs and cats;
- Techniques to identify diseases and assess injuries in dogs and cats;
- Basic first aid for injured animals;
- Supplies and equipment typically used in an animal shelter environment;
- Methods and techniques to account for and control equipment and supplies

Skill to:

- Understand and follow oral and written instructions;
- Communicate effectively, both orally and in writing;
- Oversee and train staff and volunteers;
- Organize resources and establish priorities;
- Read, understand, and follow safety procedures;
- Analyze and solve problems

Ability to:

- Establish and maintain effective working relationships with staff, volunteers, the public, and outside agencies or partners;
- Deal effectively, tactfully and courteously with the public;
- Follow technical procedures to perform required tasks under supervision;
- Use personal computers and related software applications to enter and retrieve information;
- Prepare and maintain accurate and concise records;

- Utilize methods and techniques used to safely maneuver, control, lift and carry objects of varying shapes, sizes and weights

Experience and Education

A typical way to obtain the knowledge and abilities would be:

- Two years of professional training or course work in the animal health field AND
- Two years of work experience in an animal health-related field including the care, handling, or training of dogs and working with the public.

Licenses, Certificates, Physical Requirements, or Other Requirements

- Possession of a Certified Veterinary Technician Certificate issued by the Oregon Veterinary Medical Board;
- Possession of, or the ability to obtain, a Euthanasia Technician certificate issued by the State of Oregon;
- Must possess a driver's license valid in the State of Oregon and have an acceptable driving record.

Photos



Medical Provider Release

I have reviewed this job analysis and

Release this worker to position represented by this job analysis

Do not release this worker to position represented by this job analysis because...

Comments:

If you do not release this worker to position represented by this job analysis at the present time, do you anticipate this worker will be capable of working in this capacity in the future?

Yes, as of what date (estimated) _____

No

Physician Signature

Date

Physician Printed Name