



Title of Position: Exotics Veterinary Assistant

Department: Avian and Exotics

Reports to: Clinical Manager

Overall Responsibility:

We are looking for a veterinary assistant to join our avian and exotics service. A great applicant would be outgoing, be able to work independently, possess excellent communications skills, and make use of all available time. Our veterinary assistants have good organizational skills and the ability to perform and work proficiently in a wide variety of daily situations. Joining our team you would provide a link between clients, client services, doctors, and technicians and provide the best patient care.

Key Areas of Responsibility:

- Stocking and cleaning
- Prepare the exam room for each visit.
- Acquire tools needed for exam.
- Retrieve patient charts from client services in order of appointment time or doctor request.
- Greet clients in the waiting room and escort to appropriate exam room.
- Admit patients to hospital.
- Obtain current body weight and respiratory rate.
- Conduct a thorough patient history and determine reason for visit.
- Perform and assist with all aspects of patient restraint for exams and procedures.
- Alert technician and/or doctor if there are concerns on patient stability.
- Assist with patient discharges as needed.
- Prepare lab forms for all in-hospital or outside lab work.
- Print labels for consults/diagnostics in other services (diagnostic imaging, cardiology).
- Know proper tubes/slides needed for blood panels.
- Prepare and properly perform a Gram stain and DiffQuik stain.
- Make appropriate estimates and properly explain estimates to clients.
- Call in prescriptions to compounding pharmacies.
- Check doctor's voicemail and return calls as appropriate.
- Perform follow up calls for recently discharged and/ or sick patients.
- Confirm out-patient appointments and scheduled surgeries for the following day only if administrative assistant is unavailable.
- Perform basic grooming (ear cleaning, pedicures, scent gland cleaning etc.).
- Administer SQ fluids, topical medications, and oral medications.
- Be able to properly mix and perform assisted feedings.
- Demonstrate medications and feedings to owners.
- Adequately perform aftercare requests.
- Be able to properly record CPR events.
- Perform basic medical record keeping, patient care documentation, and entering charges.
- Use and be familiar with veterinary medical terminology.
- Strong work ethic and a positive attitude.
- Must be flexible and able to acclimate to new situations.
- Ability to act as a team player

Educational Requirements: AVA certificate preferred.

Physical Requirements (if any): This job is physically active and requires frequent bending. It also requires routine lifting and restraining of animals as small as <10 grams and in excess of 100 pounds. Please be aware that this is an area of the hospital that stores/feeds nuts.