



## — JOB DESCRIPTION —

# ASSOCIATE VETERINARIAN

---

### **INTRODUCTION**

The purpose of this position is to maintain animal health by diagnosing and treating diseases and injuries. The Associate Veterinarian works under the direct guidance and supervision of Dr. Cooper (the owner and medical director of East Lake Hospital for Animals, Ltd.). The Associate Veterinarian is to make every effort to help improve the quality of care given to the patients of East Lake Hospital for Animals, Ltd.

### **PRIMARY JOB RESPONSIBILITIES**

- Examine animals to detect and determine the nature of diseases or injuries.
- Treat sick or injured animals by prescribing medication, setting bones, dressing wounds, performing surgery, or other therapies.
- Inoculate animals against various diseases.
- Collect body tissue, feces, blood, urine, or other body fluids for examination and analysis.
- Perform laboratory procedures and diagnostic tests, including parasitology, hematology and urinalysis.
- Operate diagnostic equipment, such as radiographic and ultrasound equipment, and interpret the resulting images.
- Administer anesthetics, perform surgery, and monitor patients during surgery and recovery with the assistance of the technical team.
- Follow discharge guidelines for hospitalized and post surgery patients and treatment plan guidelines for clients to ensure proper patient treatment in the home environment including client follow up post hospitalization.
- Answer client questions and provide education on various aspects of animal care and treatment. Advise animal owners regarding sanitary measures, feeding, and general care necessary to promote health of their pets.
- Educate the public about diseases that can be spread from animals to humans.
- Call back/follow-up with clients; recommend medical progress visits when appropriate.
- Humanely euthanize animals when it has been mutually agreed upon by the patient's owner.
- Document actions by completing forms, reports, logs and patient records.
- Train and supervise team members who handle and care for animals; as needed.
- Deal with clients and employees in a manner that shows sensitivity, tact and professionalism.
- Provide guidance and leadership to the healthcare team that will positively influence the level of care and service provided to the clients and patients of East Lake Hospital for Animals, Ltd.
- Participate in business development as instructed by management and/or ownership.

- Attend monthly team meetings and other pertinent in-house training.
- Perform other duties assigned.

## **SKILLS AND KNOWLEDGE**

- To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Valid and in good standing licensed veterinarian within the state of Illinois.
- Privilege and DEA licenses.
- Knowledge of principles, theories and practices of veterinary medicine and science. Knowledge of the procedures used for receiving, treating, and scheduling patients, for ordering medical supplies, and requesting laboratory tests.
- Ability to read and interpret documents, including federal and state regulations, operating and maintenance instructions, and procedure manuals, medical texts.
- Ability to write reports and correspondences.
- Knowledge of the use, care, and storage of veterinary instruments, materials, and equipment including sterilization techniques for various instruments and materials.
- Biology – Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Client and Personal Service — Knowledge of principles and processes for providing client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Must have active listening, critical thinking, complex problem solving, time management, judgment and decision making skills.
- Verbal communication — Talk to others to convey information effectively.
- Strong computer skills in order to obtain and enter client information, order laboratory and diagnostic tests, and receive and send messages.
- Commitment to practicing the highest standard of medicine, upholding the veterinary code of ethics.

- Commitment to the mission of East Lake Hospital for Animals, Ltd.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

### **CONTROLS OVER WORK**

The associate veterinarian provides continuing or individual assignments to the healthcare team indicating generally what is to be done, limitations, quality and quantity expected in accordance with the hospital policies and procedures. The associate veterinarian uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the owner-doctor(s) or medical director for decision or help. Administrative supervision may be provided by the Office or Practice Manager.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job.

- Frequently required to bend, stand, stoop, walk, sit, talk, and listen; frequently working in a bent position.
- Frequently use hands to manipulate, handle, or feel; will reach with hands and arms.
- Use strength or agility in capturing and restraining stronger, more active animals.
- Frequently lift and/or move up to 50 pounds.

Occasionally handle dogs weighing up to and over 150 lbs. *Assistance will be provided by animal handlers when working with larger animals.*

### **WORKING CONDITIONS**

While performing the duties of this job, the employee is exposed to hazards associated with aggressive patients; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases.

Follow federal and state animal health laws and regulations including OSHA and DEA.

***ESSENTIAL FUNCTIONS:***

- Possess a broad base of knowledge and skills requisite for the practice of veterinary medicine in order to treat sick or injured animals by prescribing medication, setting bones, dressing wounds, or performing surgery.
- Ability to function in a variety of clinical situations and to render a wide spectrum of patient care.
- Scientific knowledge accompanied by basic intellectual attitudes, ethical professional attitudes and behaviors and moral principles that are essential for a responsible veterinarian to possess.
- Ability to speak with clients and to hear and observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications.
- Ability to communicate effectively, efficiently and sensitively with patients, owners, peers and team members showing compassion, integrity and concern for others. Communication includes speech, reading and writing.
- Sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers. The associate should be able to execute motor activities reasonably required to provide general care and safe restraint, to perform diagnostic procedures and to provide emergency treatment to patients.
- Complex problem solving abilities which include the skill to perform these in a timely manner.
- The ability to incorporate new information from peers, and medical literature in formulating diagnoses and plans.
- Good judgment in patient assessment, diagnostic and therapeutic planning; associate must be able to identify and communicate this knowledge to others when appropriate.
- The associate must possess the mental and emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities and responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with clients and the health care team.
- Regular attendance and timeliness are an essential function in order to fulfill the requirements of this position.
- Ability to multi-task.