**Veterinary Technician Assistant Standard Job Description**

**Classification Title:** Veterinary Technician Assistant

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Minimum Pay:**

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Bryan / College Station \* | $16.35 |
| Galveston / Houston | $18.57  |

**\***TAMU locations not listed will follow the Bryan/College Station rate.

**Job Description Summary:**

The Veterinary Technician Assistant, under supervision, assists the veterinary technicians in the Veterinary Medical Teaching Hospital (VMTH) performing a variety of basic functions of limited complexity.

**Essential Duties and Tasks:**

**40% Patient Care and Management**

* Provides physical restraint for the safe handling of patients.
* Feeds and walks patients per clinician's orders.
* Observes and reports behavior problems or conditions that develop with animals under care to appropriate medical staff.
* Monitors patients to detect any changes in their clinical status.
* Provides life-sustaining emergency care.
* Records all medications administered and other parameters in the electronic medical record system.

**25% Cleaning and Equipment Maintenance**

* Cleans and disinfects patient cages, cage pads, and hospital stalls.
* Cleans, packages, and sterilizes instruments and supplies.
* Operates commercial steamer for sterilizing equipment and surfaces.
* Performs basic equipment maintenance and cleaning; reports equipment malfunctions.
* Maintains a sanitary and well-organized service within the veterinary facility.

**5% Supply Management and Inventory**

* Procures and stocks supplies from the storage room and pharmacy.
* Maintains inventory and replenishes stock as needed.
* Picks up service pharmacy orders and restocks the service with necessary supplies.

**5% Compliance and Training**

* Remains current with required training courses and maintains certification or licensure as appropriate.
* Assists with accreditation visits as needed.

**5% Research and Support Activities**

* Participates in clinical and basic research programs as needed.
* Assists with medical procedures and performs basic blood sample analysis.
* Assists in clinical research efforts, including recordkeeping and data management.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High School Diploma or equivalent combination of education and experience.
* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Fluid infusion pumps & syringe pumps: 4 hours
* Oxygen equipment & anesthetic machines: 2 hours
* Laboratory equipment (NOVA, centrifuge, etc.): 4 hours
* Monitoring equipment (ECG, Doppler, etc.): 4 hours Computer: 4 hours
* Resuscitation equipment: 4 hours
* Computer: 10 hours.
* High level disinfection equipment (UV robot, hose end sprayers): 6 hours.

**Physical Requirements:**

* Ability to lift and move heavy objects.
* No inhibiting allergies to animals, hay, or dust.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**