 **Veterinary Anesthesia Technician IV Standard Job Description**

**Classification Title:** Veterinary Anesthesia Technician IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Minimum Pay:** $56,335

**Job Description Summary:**

The Veterinary Anesthesia Technician IV, under direction, coordinates the activities and supervises the veterinary technical staff assigned within the anesthesia clinical support service area. Provides for and supervises the care and treatment of animals admitted to the Veterinary Medical Teaching Hospital.

**Essential Duties and Tasks:**

**35% Clinical Support and Instruction**

* Oversees and provides clinical support to faculty veterinarians in the delivery and instruction of anesthesia, emergency and intensive care, diagnostic services, and zoonotic disease control.
* Performs or assists in patient medical evaluation.
* Assists in the instruction and induction of general anesthesia preparatory to surgery, fluids administration, and replacement therapy.
* Performs critical and intensive nursing care or life-sustaining emergency care.
* Assists, as necessary, in clinical research trials.

**25% Supervision and Training**

* Assumes supervision for and trains subordinate veterinary technical staff assigned within the clinical service section.
* Performs annual job performance evaluations for assigned staff.
* Designs and organizes work schedules tailored to meet programmed needs within a service area.
* Works with hospital administration and other supervisors on personnel matters affecting morale and job efficiency.
* Updates policy and procedure manuals, assists with complex teaching duties, and provides advanced training of Veterinary Anesthesia Technician I, II, III, student technicians, and student workers.

**15% Equipment and Inventory Management**

* Manages the anesthesia inventory and supplies, promoting fiscal responsibility within the service.
* Ensures compliance with controlled drugs, including policies and procedures.
* Maintains equipment preventative maintenance files.
* Assesses and problem-solves anesthetic machines and equipment as issues arise.
* Coordinates the inventory and ordering of supplies, equipment, and drugs.

**5% Administrative and Coordination Duties**

* Meets with the anesthesia board runner on a daily basis.
* Attends anesthesia technician and faculty meetings on a regular basis.
* Works with anesthesia board runner and anesthesia faculty to determine optimal shift assignments and emergency duty for technicians and student workers.
* Creates schedules for emergency call duty.
* Provides mentoring, coaching, counseling, and progressive discipline.

**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:**

* Associate degree in veterinary technology or related field, or equivalent combination of education and experience.
* Eight years of related experience.

**Required Licenses and Certifications:**

* None

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

* Basic computer skills in word processing, spreadsheets, and billing entry.
* Working knowledge of veterinary equipment used within a veterinary teaching hospital.
* Strong animal handling skills.
* Ability to communicate effectively and positively at all levels within the anesthesia service and the Veterinary Medical Teaching Hospital.
* Ability to multitask and cooperate with others.
* Knowledge of high flow/low flow anesthesia.
* Familiar with injectable and inhalant anesthesia.

**Machines and Equipment:**

* Anesthesia equipment: 10 hrs.
* Laboratory equipment: 5 hrs.
* Patient monitoring & ventilator: 15 hrs.
* Computer: 5 hrs.

**Physical Requirements:**

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

**Other Requirements and Factors:**

* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Requires working different shifts and participating in On Call coverage.
* Participates in emergency duty coverage during veterinary student absences and for holidays.
* May be required to work alternate shifts, overtime, holidays, weekends, and/or on-call duty.

**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**