**Veterinary Technician IV Standard Job Description**

**Classification Title:** Veterinary Technician IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Minimum Pay:**

|  |  |
| --- | --- |
| Location | Minimum Pay |
| Bryan / College Station \* | $53,239.68 |
| Galveston / Houston | $60,480.28  |

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

**Job Description Summary:**

The Veterinary Technician IV, under direction, coordinates the activities and supervises the veterinary technical staff assigned within the designated clinical support service area. Provides for and supervises the care and treatment of animals admitted to the Veterinary Medical Teaching Hospital. Provides assistance to the professional staff, instructs veterinary students in clinical techniques, and oversees and maintains the physical area within the Veterinary Medical Teaching Hospital. Provides and supervises the training of techniques, protocols and procedures to new and current staff. Works with other supervisors to identify areas of concern and find solutions to problems.

**Essential Duties and Tasks:**

**25% Coordination and Supervision of Staff**

* Schedules daily service area coverage, including Emergency, Holiday, and Sick coverage.
* Coordinates recruitment, interviewing, hiring, and evaluation of new and current staff.
* Conducts performance feedback evaluations and annual performance evaluations.
* Reviews and approves all time sheets and time off requests in Workday.
* Provides support for staff in areas of professional development and training.
* Handles employee complaints and grievances and takes appropriate action.
* Communicates with clinical staff and Hospital Administration.

**20% Clinical Care and Instruction**

* Provides and supervises the care and treatment of admitted animals.
* Instructs veterinary students in proper clinical techniques to support patient care.
* Assists faculty and students with patient care.
* Administers fluids for replacement therapy.
* Performs or assists with ICU patient treatments, receiving, and discharging of patients.
* Provides physical restraint for patients.

**15% Facility Maintenance and Compliance**

* Maintains accountability for inventory control of capital equipment within the service area.
* Ensures compliance with controlled drug policies and procedures.
* Assists in facilitating regular and routine disinfection and sanitization of hospital spaces.
* Monitors refrigerators to ensure they contain appropriate items.
* Ensures all hospital fees are correctly captured and entered in the hospital electronic medical records system.

**10% Planning and Strategy Development**

* Plans for future growth and works with senior management to develop service strategies and goals.
* Participates in monthly supervisor meetings as well as any assigned groups or committees.
* Works with Hospital Administration and other supervisors on personnel matters affecting morale and job efficiency.

**5% Research and Data Management**

* Assists with clinical trial or research record keeping and data entry.
* Assists, as necessary, in clinical research trials to include comprehensive literature searches and data collation.
* Coordinates the inventory and ordering of supplies, equipment, and drugs.

**5% Training and Protocol Implementation**

* Provides and teaches appropriate physical restraint of patients in a manner that ensures the safety of personnel and the patient while maintaining compliance with Fear Free guidelines.
* Assists in designing and implementing new hospital policies and procedures.
* Ensures all staff members complete any assigned training by due date.

**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, biomedical science, animal science, a related area, or equivalent combination of education and experience.
* Six years of technical experience in veterinary medicine.

**Required Licenses and Certifications:**

* None

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

* Basic computer skills
* Demonstrates knowledge of medical math
* Able to appropriately handle and restrain feline and canine patients with methods that are both fear free and/or feline friendly.
* Ability to communicate professionally, effectively, and positively with all individuals in a veterinary medical teaching hospital setting.
* Ability to plan and organize effectively.
* 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
* Stat lab equipment trouble shooting and maintenance: 2 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**