

VETERINARY ASSISTANT- PART TIME

JOB DESCRIPTION

Employment Period if defined: _____

Hours:

- ⤴ 4-8 hours daily, discretionary by management, as assigned and needed.
- ⤴ 32 hrs weekly, discretionary by management, as assigned and as needed.
- ⤴ Range of hours - 9 AM to 3 PM or as assigned by management

Days: Monday - Sunday unless defined: _____

Dress Code: Shirt/Scrub Top and outer ware- vest or jacket as provided by Rogue Equine Hospital. Shoes and other portion of clothing must be appropriate for climate conditions and activity.

Duties and Responsibilities:

Priorities - Animal Care (feed, water, safety) > Clinic Appearance > Veterinary Assistance

Specifically -

1. Fill/replace water, feed as directed by senior staff.
2. Clean/pick paddocks and stalls, as directed by senior staff.
3. Clinic Appearance: 15 min walk through facility for CLIENT VIEW - APPEARANCE.
 1. Address anything that affects appearance - trash, horse feces, equipment storage (wheel barrows, forks, etc.).
 1. Begin with Front Driveway
 2. Front Door/Drive gate
 3. Front asphalt apron
 4. Exam 1 and 2
 5. Isolation
 6. Storage, inside and out
 7. Parking lot area
 8. Hay shed front
 9. Shoeing room
 10. Euthanasia Pen
 11. Marebarn aisle
 12. Consult with senior staff on projects regarding office.
4. Assistant to Veterinarians - FIELD
 1. Prepare for appointments by reviewing appointment type.
 1. Confirm with veterinarian if uncertain as to tools/supplies needed
 2. Check stock/supplies/equipment BEFORE departure (TRUCK)
 1. Materials, supplies- Basic
 1. Paper towels

- 2. Blue towels
- 3. Fluids
 - 1. disinfectant solutions and scrub
- 4. Lube
- 2. Medications
 - 1. sedatives, antibiotics and other
- 3. Vaccines
- 3. OVERVIEW:
 - 1. SETUP for appointment, as directed by Veterinarian
 - 2. ASSIST during appointment:
 - 1. Handling horse, as directed
 - 2. Walk/trot for gait evaluation – potentially up to one hour of trot in hand, all possible weather conditions..
 - 3. Holding head/support for dentistry – overall weight up to 80 lbs and unstable/movement.
 - 3. CLEANUP following appointment
 - 4. RE-STOCK truck upon return to clinic
 - 5. PROCESS blood work or samples immediately on arrival.
- 5. Assistant to Veterinarians - CLINIC
 - 1. Prepare for appointments by reviewing reason for appointment
 - 1. Confirm with veterinarian if uncertain as to tools/supplies needed
 - 2. Check stock/supplies/equipment BEFORE appointment
 - 3. SETUP for appointment, as directed by Veterinarian
 - 1. ASSIST during appointment:
 - 1. Handling horse, as directed
 - 2. Walk/trot for gait evaluation
 - 3. Dentistry
 - 2. CLEANUP following appointment
 - 1. Floors, stocks and drains - remove feces, blood and debris. Critical to prepare for following appointment. Decontaminate as indicated.
 - 2. Counter tops and sinks - remove blood, debris, hair and foreign material. Decontaminate as indicated.
 - 3. Instruments - clean, disinfect and prepare for next appointment, or as indicated for sterilization.
 - 3. RE-STOCK - exam area or other stock. Communicate to ordering technician in writing items that are near out of stock.
 - 4. PROCESS blood work or samples for processing/shipping
 - 1. See protocol

Management: _____ Printed Name: _____ Date: _____

Applicant: _____ Printed Name: _____ Date: _____