

VETERINARY TECHNICIAN (SURGERY) SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
4579(4082)	Veterinary Technician I (Surgery)	02	445	6 mo.	02/01/80
4580(4082)	Veterinary Technician II (Surgery)	02	445	6 mo.	02/01/80

Promotional Line: 119

Series Narrative

Employees in this series provide surgical support and nursing care for animals undergoing surgery in an animal hospital/clinic or teaching laboratory. They apply or supervise nursing care of animals in the surgical section of the hospital as directed by the surgeon in charge of the case. In addition they are a channel through which the surgeon is made aware of patient and other problems. They prepare the operating room and related equipment; schedule facilities and personnel; cooperate with anesthesiological veterinary technicians in scheduling surgery; train and direct lower level veterinary technicians and veterinary medical and technical students in surgery-related technical procedures before, during, and after an operation; and monitor surgical recovery of the patient using monitoring instrumentation and physiological parameters.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Veterinary Technician I (Surgery) I **4579(4082)**

Employees at this level assist the veterinary surgeons in the administration of surgery and student teaching. They prepare patients for surgery and monitor their recovery; set up the operating room before surgery; maintain operating room equipment and supplies; and maintain the asepsis of the operating room. They work under the direct supervision of higher level technicians and the veterinary surgeon and follow both written and oral instructions. They may train lower level veterinary technicians.

A Veterinary Technician I (Surgery) typically –

1. assists veterinary medical students in conducting physical examinations of surgical patients, including taking body temperature, pulse rate, respiration rate, and placing laboratory forms into medical records
2. assists lower level veterinary technicians and/or veterinary medical students in post-operative care of surgical patients, including assistance in administration of drugs, application of bandages and splints, collection of laboratory specimens, preparation of special diets, and maintenance of cleanliness and comfort
3. assists veterinary medical students and surgeons in clipping, cleansing, and aseptic prepping of surgical sites on patients

4. prepares the surgical suite for aseptic surgery by cleaning, organizing the surgical equipment and supplies, and adjusting special equipment (such as EKG, cryosurgery units, electrosurgery units, ultra sonic units, cavitron, Hall air drills, oscillating saw, and fiberoptic units)
5. assists surgeons during surgery by being available to fill requests for equipment and supplies that were not previously placed in the operating room
6. maintains and restocks supplies in the surgical suite, including suture materials, blades, specimen containers, orthopedic pins, plates, screws and wires, drain tubes, catheters, sterile towels and linens, and sterile fluids
7. cleans and sanitizes the operating room following surgery
8. checks the surgery schedule book to anticipate the needs for each surgical procedure
9. inspects and restocks surgery wards, examination rooms, treatment rooms, prep room, dental procedure room, and bandaging and casting room with drugs, supplies, and materials as directed by surgeons
10. issues instruments and supplies from central sterilization to ensure timely return, proper care, and sterility
11. assists surgeons in conducting surgical laboratories by setting up equipment and supplies, being available as needed during the laboratory, and cleaning and restocking the laboratory following completion of the laboratory
12. assists surgeons in conducting research projects by setting up equipment and supplies, being available as needed during the procedure, and cleaning and restocking the research surgery area following the procedure
13. orients lower level veterinary technicians and/or veterinary medicine students on overall function and operation of surgical sections (such as location of supplies and equipment).
14. performs related duties as assigned

Level II: Veterinary Technician II (Surgery) II**4580(4082)**

Employees at this level supervise and/or train lower level surgical veterinary technicians and veterinary medical and technical students and schedule patients for surgery. They work closely with the veterinary surgeon in developing surgical procedures and policies. Their duties are performed with relative independence, moving freely throughout the hospital/clinic or in an assigned portion of the hospital (i.e. surgery) and, to an extent, determining where their services are needed. They receive general supervision from the surgeon in charge.

A Veterinary Technician II (Surgery) typically –

1. supervises lower level surgical veterinary technicians and veterinary medical and technical students working in the surgery section

2. supervises and instructs lower level surgical veterinary technicians, and veterinary medical students in the use and adjustment of special equipment (such as EKG, cryosurgery units, electrosurgery units, ultra sonic units, cavitron, Hall air drill, oscillating saw, and fiberoptic units)
3. supervises the preparation of, or prepares, the patient for surgery (such as examining clinical pathology reports, supervising physical examinations, supervising clipping, cleansing, and aseptic prepping of surgical sites)
4. instructs lower level surgical veterinary technicians and veterinary medical and technician students in operating room protocol (such as use of caps, mask, gowns, shoe covers, opening sterile materials, and observation of aseptic technique)
5. supervises and assists as needed in the surgical suite whenever surgery is in progress
6. collaborates with head anesthesiology technician in organization of the daily surgical schedule and assignment of surgical rooms according to patient species and procedure to be performed
7. maintains a daily surgery log with information including procedure, surgeon, resident, intern, students, patient's clinic number, and owner's name; and controls traffic into the surgical suite
8. collects and organizes data from case records for clinical case reports
9. prepares surgery charges as directed by surgeons and notifies the business office
10. maintains bacteriologic surveillance of the surgical suite
11. supervises and assists as needed in setting up, stocking, and cleaning of teaching laboratories and research surgery areas
12. supervises the stocking of surgery wards, examination rooms, treatment rooms, prep room, dental procedure room, and bandaging and casting room
13. monitors the return of supplies and equipment from central sterilization for quality control and maintaining equipment inventory
14. maintains an up-to-date inventory of equipment and supplies and orders supplies, equipment, and repairs as needed
15. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO ALL LEVELS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) possession of minimum acceptable qualifications required for the Veterinary Technician class

and

one year of paramedical veterinary experience comparable to that gained as a Veterinary Technician that included specialized on-the-job training and/or experience in surgical techniques

or

- (B) graduation from a professional nursing program; one year of training and/or experience as a surgical nurse; and experience in the handling of animals

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. skill in the handling of animals
2. ability to handle animals and use equipment and supplies safely
3. ability to handle large animals and heavy equipment
4. ability to respond effectively in emergency situations
5. ability to organize and carry out duties efficiently so that time schedules can be met
6. manual dexterity
7. concern for well being of patients
8. willingness to work in an environment that may expose employees to zoonoses (diseases that may be transmitted to man by animals), air pollutants that may promote the development of abnormalities and disorders, and other health hazards

ADDITIONAL MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO

Level I: Veterinary Technician (Surgery) I

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of terms commonly used in veterinary surgery
2. knowledge of instruments commonly used in veterinary surgery
3. ability to learn skills required in the adjustment of special equipment (such as EKG, cryosurgery units, electrosurgery units, cavitron, Hall air drills, oscillating saw, and fiberoptic units)

- 4. ability to assist and instruct veterinary medical and technical students in pre- and post-operative surgical care
- 5. ability to instruct lower level surgical veterinary technicians in pre-and post-operative surgical care
- 6. ability to maintain stock of surgical supplies
- 7. ability to maintain cleanliness of surgical suites
- 8. ability to handle and maintain sterility of instruments and supplies

Level II: Veterinary Technician (Surgery) II

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CREDNETIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. two years of work experience comparable to that gained as a Veterinary Technician (Surgery) I

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. ability to supervise lower level surgical veterinary technicians and veterinary medical and technical students working in the surgery section
- 2. ability to instruct lower level surgical veterinary technicians and veterinary medical and technical students in the use and adjustment of special equipment
- 3. ability to instruct lower level surgical veterinary technicians and veterinary medical and technical students in the protocol and procedures used in surgical care of animals
- 4. ability to accurately record and compile data on surgical activity
- 5. ability to explain terms used in veterinary surgery

Veterinary Technician (Surgery) I	NEW
Veterinary Technician (Surgery) II	NEW