

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 206513
Grade 15**

VETERINARY ASSISTANT

DEFINITION OF CLASS:

This is full performance work assisting Veterinarians and Registered Veterinary Technicians with the examination, treatment, and monitoring of sick, injured, and quarantined animals in care. The Veterinary Assistant, working under the general supervision of the Chief Veterinarian and/or Registered Veterinary Technician, is also responsible for daily sanitizing of animal housing areas in the veterinary hospital and, as needed, in the general animal holding areas. This is a 24/7 facility. The Veterinary Assistant monitors animals recovering from surgical procedures by taking vital signs, observing respiration, assisting with thermoregulation, and observing warning signs requiring intervention of the attending Veterinarian or their designee. Most contacts are with co-workers, citizens, veterinarians, volunteers, rescue and foster groups, and others to exchange routine information and explain medical conditions and treatments for patients brought into the shelter by citizens when the Veterinarian or Registered Veterinary Technician are not available. The employee works independently on recurring assignments by performing work according to established procedures. The work is reviewed periodically to see that results are accurate, procedures are followed, and that established policies and guidelines are applied. Guidelines exist in the form of federal, state and local laws and departmental or programmatic policies and procedures to include documenting and maintaining state required medical forms and records. The employee is expected to ensure the treatment areas are fully stocked and that a supply inventory is maintained. Some judgment is required to adapt approaches to individual animals and work situations. Complexity of the work is derived from the steps, processes, and methods involved in conducting the assigned lab tests, post-operative monitoring and operating various medical devices e.g., autoclaves, intravenous pumps, x-ray machines, etc. Properly performed work contributes to the smooth assistance of the handling of animals, and overall sanitation of equipment and holding areas. In the absence of the Chief Veterinarian or Registered Veterinary Technician, exercises judgment to identify, select and apply an effective approach in dealing with animal medical and behavioral issues or concerns. The work is performed in the various animal holding areas and the veterinary hospital inside the Animal Services and Adoption Center. Employees in this class are exposed to hazardous conditions requiring the use of special equipment and/or adherence to special precautions. This requires the ability to work with animals, some of which are ill, aggressive, injured, rabid, or unwieldy. Good 'situational awareness' is required to reduce risk to self. This class involves considerable standing, a good amount of walking, sitting, observing, bending, reaching, and finger manipulation to provide service in various areas, to perform work functions. There is some driving required.

EXAMPLES OF DUTIES: (Illustrative Only)

- Assists the Veterinarian and/or Registered Veterinary Technician with the on-going medical care of all animals within the shelter, as assigned.
- Provides low stress handling and restraint, administers treatment, collects test samples, and administers medications and vaccinations.

- Under direct supervision, provides pre and post anesthetic monitoring for surgical patients within the hospital.
- Maintains accurate and thorough documentation of each individual patient record within the database and is able to generate, from the database, daily/weekly reports and documents required in the operation of the veterinary hospital e.g. surgical and vaccination reports.
- Administers the orders of the Veterinarian.
- Assists with routine lab tests including, but not limited to, fecal analysis, feline leukemia/FIV testing, heartworm testing, and urinalysis.
- Provides support to Veterinarian and/or Registered Veterinary Technician with various medical procedures.
- Provides daily cleaning of animal holding areas in the veterinary hospital consistent with isolation protocols and requirements, including but not limited to, removing animal waste, power washing kennels, mopping, scrubbing, and disinfecting areas where animals are kept, fed, watered and generally cared for.
- Prepares food, feeds and provides water for shelter animals.
- Washes and sanitizes feeding equipment as well as gathers, launders, and replaces soiled pet bedding in compliance with isolation protocols and requirements.
- Sterilizes and maintains medical equipment.
- Sets up, operates, and adjusts medical equipment used routinely within the veterinary hospital e.g., intravenous pumps, autoclaves, ex-ray machines, electrocautery, etc.
- Assists Veterinarian and/or veterinary assistant technician with taking radiographs of patients.
- Restocks and maintains inventory of all medical supplies within the treatment areas of the veterinary hospital.
- Monitors sick, quarantined and injured animals and observes them for unusual physical and behavioral conditions.
- Socializes and exercises shelter animals on a daily basis.
- Assists veterinarians with examinations and recheck examinations.
- Assists with the cleaning, preparation, and sterilization of surgical instruments.
- Provides general cleaning of treatment area and surgical suite within the veterinary hospital including but not limited to, countertops, sinks, floors, and trash receptacles.
- Exchanges routine information and explains medical conditions and treatments of shelter patients as needed
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of proper and accepted animal shelter veterinary best practices and procedures.
- Knowledge and ability to provide low-stress restraint and handling to assure the least negative behavior impact for all animals while under veterinary care.
- Knowledge of the methods, materials, occupational hazards and equipment appropriate to the operations found in a veterinary hospital or clinic.
- Knowledge of proper care and feeding of animals.
- Skill in reading, writing and communicating in English at an appropriate level.
- Skill in basic math.
- Skill in the use of computers and applicable software applications.
- Ability to identify signs of animal illnesses, diseases and injuries.

- Ability to conduct data entry into animal database.
- Ability to maintain accurate and thorough medical records and treatment records.
- Ability to take direction from veterinarians and veterinary technicians.
- Ability to work under stressful situations or circumstances unique to the operations of a veterinary hospital or clinic and/or animal sheltering environment.
- Ability to safely and humanely handle animals of all sizes and temperaments.
- Ability to develop and maintain effective working relationships with co-workers, volunteers, and the general public.
- Ability to successfully complete euthanasia training when required and perform euthanasia.
- Ability to properly use chemicals and cleaning products.
- Ability to operate power cleaning equipment.
- Ability to follow oral and written instructions.
- Ability to effectively complete assigned duties with minimal supervision.
- Ability to lift heavy animals typically weighing twenty to one-hundred (100) pounds; however, some animals may weigh more.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of experience as a Veterinary Assistant, Animal Care Attendant or similar position providing basic animal care including helping with the animals during examinations and during any procedures performed.

Education: Completion of High School or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

License: Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when/if required for job-related duties.

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core II Exam.

Class Established: December, 2013

Revised: June, 2016