



Equine Medical Associates, PSC



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and Associates

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VETERINARY ASSISTANT JOB DESCRIPTION

Veterinary assistants do not need to be certified technicians, but should have a working knowledge of horses and an understanding of veterinary medicine.

The veterinary assistant is the veterinarian's primary medical support. They assist the veterinarian throughout any examination and treatment. They aid the veterinarian in achieving greater efficiency by relieving them of technical work and having equipment and medications ready for any procedure.

REPORTS TO: The Veterinarian they assist,

EDUCATION / EXPERIENCE

High school diploma or equivalent
Working knowledge of horses desired but not mandatory

PERSONAL REQUIREMENTS

- Minimum of 18 years old.
- Genuinely enjoys working with animals and is able to deal with them even when they are stressed, ill or in pain.
- Maintain strict confidentiality regarding clients and patients for whom the practice provides veterinary services
- Maintain a professional appearance
- Can stay calm and efficient during a medical crisis.
- Is well-spoken and approaches his / her job duties in a mature nature.
- Is experienced in the teamwork approach and is willing to do what is asked of them either in the field or the office
- Understands that the job can be very physically exerting at times
- Understands the position that working with horses can put them in

GENERAL KNOWLEDGE AND TASKS

- Keep the veterinarian's vehicle clean and well stocked with the equipment and medications needed for their daily appointments
- Be familiar with protocols and procedures to efficiently assist the veterinarian
- Have a useful knowledge of computers and the equipment used daily
- Be willing to work long hours
- Be proficient with the lab work done in-house and be aware of high or low values to notify the veterinarian
- Accurately maintain the in-house ledgers and log books
- Be willing to travel if the position demands
- Have a basic understanding of how the office runs to assist in slow times
- Understand the paperwork and procedures of outside laboratories used by the practice.
- Clean surgical instruments, properly wrap and label surgery packs and keep sterilized
- Operate, maintain and clean the autoclave and gas sterilizer

- Clean and sterilize equipment used daily by the veterinarian

The assistant's main responsibility is to help the veterinarian wherever needed. The duties listed above ensure that the veterinarian keeps moving forward with his / her scheduled calls.

PRACTICE OVERVIEW

With the thoroughbreds, we have 2 main seasons, breeding / foaling season and sales season. Breeding season runs from the beginning of February through the end of June - middle of July. Then we start sales season. We have a small July yearling sale at Fasig Tipton and the very large Keeneland yearling sale in September and the mixed sale at Keeneland in November, with smaller sales in between those times. Some overtime will be required during each season. The veterinary assistants need to be in good physical condition as lifting of equipment and supplies will be required, as well as assisting with the x-raying of horses in the field.

Please send resumé with references to office@eqmedical.com