

Surgery Technician

Full-time or part-time

Reports to Medical Services Manager

Position Summary

The position of Surgery Technician works within the medical services team to ensure the health of all animals during surgical procedures. Primary functions include assisting veterinarian with exams/surgical procedures, selections, vaccinations, anesthesia, preparation, recovery, and discharge of animals in surgery's care. Strong attention to detail and customer service skills are required to ensure a positive experience for all people and animals.

Public/Shelter Animal Surgery Coordination

- Work closely with clinic staff members on animal selections, surgical needs, and overall surgery schedule
- Maintain accurate and timely records of surgical patients including registration, discharge paperwork, and medication records
- Contact and work with local ACO's to coordinate animal surgery services and create invoices accordingly
- Provide excellent customer service at all times; Communicate with surgery pet owners as needed (via phone, email, or in person) to provide instructions for night prior to surgery, drop off process, discharge process etc.
- Coordinate and perform surgery intake and discharge on surgery days
- Set up surgery; prepare vaccines, microchips, and medications needed for the animals each day
- Assist vet and medical services manager/clinic staff as needed and requested

Surgery Tech

- Restrain animals and prepare for surgery, administer anesthetic medications, and intubate
- Recover post-op patients and monitor for complications
- Monitor patients under anesthesia (heart, respiratory, CO2 rate)
- Inform vet about any anesthetic changes or complications
- Assist with inventory management of general surgery supplies
- Communicate with medical services manager/clinic staff about any situations or issues

Cleaning/ General Care

- Clean and sterilize surgical instruments, washing drapes, and gowns; coordinate bio waste removal
- Prepare and wrap surgical equipment/packs
- Maintain and clean surgery room, anesthesia machine, and monitoring equipment
- Participate in required team and individual meetings
- Provide guidance to medical/surgery assistants as needed in relation to surgery/scheduling tasks
- Abide by all cleaning, safety, and security protocols
- Wear a mask while working; Practice social distancing whenever possible
- Other duties as assigned

Requirements/Qualifications

- At least two years as a veterinary technician in a veterinary clinic required
- Certifications and anesthesia experience strongly preferred



- Experience in an animal shelter is a plus
- Must be at least 18 years of age and have valid driver's license; must be able to safely drive the organization's cargo van
- Comfortable working with animals of unknown dispositions and those who may exhibit medical or other problems, as well as aggressive tendencies.
- Knowledge of equipment maintenance and cleaning protocols
- Knowledge of preventive, diagnostic, and therapeutic veterinary treatment of domestic animals
- Exercises maturity and good judgement; remains calm in stressful situations and when dealing with public, staff and volunteers.
- Excellent written and oral communication skills; Ability to read, write and understand English
- Generalized computer skills; Able to maintain and use a variety of applications for record keeping.
- Is flexible; Can work independently and prioritize multiple tasks appropriately in fast paced environment.
- Practices humane and compassionate treatment of animals and people at all times.
- Promotes the safety of animals, staff and the visiting public as a top priority.

Working Conditions

Work is performed in an animal shelter that operates seven days per week with exposure to animals, including some with questionable health and temperament concerns. Work conditions include exposure to high noise levels, zoonotic diseases, cleaning agents, and allergens such as hay and peanut butter. The person in this position needs to regularly move about the shelter. Regularly operates a computer and other office equipment (i.e. calculator, copier, and printer). Responsible for handling animals of all sizes in a variety of areas and positions (low cages, high cages, on tables, on the floor, in vehicles, etc.). Constantly communicates with clients, staff members and volunteers who have inquiries and must be able to exchange accurate information in these situations. Must be able to push up to 100 pounds and carry up to 50 pounds regularly throughout a normal workday. Occasionally moves animals weighing up to 75 pounds (i.e. through the shelter on leash or using other safe restraint and animal handling equipment, into and out of cages in the shelter, onto and off of exam tables). Working conditions include working outside in varying weather conditions, and frequent interruptions.

Availability & Rate

Openings for part-time or full-time schedule between the hours of 8am-4:30pm; Monday-Friday. Availability and a willingness to work a flexible schedule are a plus. May include some weekend, holiday, and on call work. Competitive hourly rate commensurate with experience

Benefits

Benefits include sick/paid time off and professional development opportunity/funds; Full-time (40 hours per week) benefits also include health, vision, and dental insurance at 80% paid by organization, Simple IRA company match, and 2.5 weeks paid time off

Equal Employment Opportunity

The Providence Animal Rescue League provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, military status, or any other category protected by federal, state,



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and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

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