



**UNIVERSITY VETERINARY
CARE CENTER, P.A.**

2619 SW 17th Street
Topeka, KS 66604
(785) 233-3185

— JOB DESCRIPTION —

ASSOCIATE VETERINARIAN

Classification: This is an exempt position under the Fair Labor Standards Act (FLSA)

Reporting Structure: The Associate Veterinarian works under the direct guidance and supervision of the Owner-Doctor(s) of University Veterinary Care Center, P.A. Administrative supervision may be provided by the Practice Manager.

Associate Veterinarian Objectives: The purpose of this position is to maintain animal health by preventing, diagnosing and treating diseases and injuries and maintaining “one health” strategies. The Associate Veterinarian is to make every effort to help improve the quality of care given to the patients of University Veterinary Care Center, P.A. The Associate Veterinarian provides continuing or individual assignments to the healthcare team indicating generally what is to be done, limitations, quality, and quantity expected in accordance with the hospital policies and procedures. The Associate Veterinarian uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the owner-doctor(s) or Practice Manager for decision or help.

Position type and expected hours of work:

- Full or Part-Time
- Average 32 hours per week Monday – Saturday
- Rotating weekend shifts may be required
- Overtime or after-hours care may be required
- Rotating on-call shifts may be required

Education and Licenses Requirements:

- Doctorate in Veterinary Medicine or equivalent degree
- Valid Kansas Veterinary license
- DEA Licenses

ESSENTIAL FUNCTIONS:

Medical

- Possess a broad base of knowledge and skills requisite for the practice of veterinary medicine in order to provide preventative care, diagnostic workups, treatment plans, and basic surgery skills.
- Scientific knowledge accompanied by basic intellectual attitudes, ethical professional attitudes and behaviors and moral principles that are essential for a responsible veterinarian to possess.
- Examine animals (companion, exotic, and avian species) to detect and determine the nature of diseases or injuries.
- Treat and/or refer sick or injured animals by prescribing medication, making appropriate husbandry recommendations, dressing wounds, performing surgery, or other therapies.
- Inoculate animals against various diseases and zoonotic threats as needed or as legally

required. Provide titer tests as save alternatives when possible.

- Collect body tissue, feces, blood, urine, or other body fluids for examination and analysis at in-house and outside laboratories.
- Perform and interpret laboratory procedures and diagnostic tests, including parasitology, hematology and urinalysis.
- Operate diagnostic equipment, such as radiographic and ultrasound equipment, and interpret the resulting images.
- Administer anesthetics, perform surgery, and monitor patients during surgery and recovery with the assistance of the technical team.
- Humanely euthanize animals when it has been mutually agreed upon by the patient's owner.

Clerical

- Document actions by completing forms, reports, logs and patient records in a timely manner.

Customer Service

- Answer client questions and provide education on various aspects of animal care and treatment.
- Educate the public and owners about zoonotic diseases.
- Call back/follow-up with clients as required by the specific case situation; recommend medical progress visits when appropriate.
- Maintain a professional and compassionate composure within reason for the case.

Personnel

- Train and supervise medical team members who handle and care for animals; as needed.
- Interact with clients and employees in a manner that shows sensitivity, tact and professionalism.
- Provide guidance and leadership to the healthcare team that will positively influence the level of care and service provided to the clients and patients of University Veterinary Care Center, P.A.

COMPETENCY:

Basic Skills

- Sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. The Associate should be able to execute motor activities reasonably required to provide general care and safe restraint, to perform diagnostic procedures and to provide emergency treatment to patients.
- Biology – Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

- Client and Personal Service — Knowledge of principles and processes for providing client and personal services. This includes client needs assessment, meeting quality standards for services, and evaluation of client satisfaction.
- Mathematics — Knowledge of arithmetic, algebra, geometry, statistics, and their applications within veterinary medicine.
- Chemistry — Knowledge of the chemical composition and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, adverse reactions, production techniques, and disposal methods.
- Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling through education of products or services.
- Must have active listening, critical thinking, complex problem solving, time management, judgment and decision-making skills.
- Possession of strong organizational skills and the ability to multi-task.
- Knowledge of the spelling and meaning of commonly used terminology of veterinary medicine.
- Commitment to practicing the highest standard of medicine, upholding the veterinary code of ethics and a commitment to the University Veterinary Care Center mission.

Communication Skills

- Ability to effectively communicate with clients in order to elicit information and observe changes in mood, activity and posture, and perceive nonverbal communications.
- Ability to communicate effectively, efficiently and sensitively with owners, peers and team members showing compassion, integrity and concern for others. Communication may be verbal, non-verbal, or written.
- Excellent verbal and written communication skills. Possess exceptional interpersonal communication skills.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Requires telephone conversations use of electronic mail, writing letters and/or memos, as well as face-to-face discussions.
- Requires dealing with unpleasant, angry or discourteous people, and effectively de-escalate situations.

Computer Skills

- Strong computer skills in order to obtain and enter client information, order laboratory and diagnostic tests, and receive and send messages and sufficiently utilize the veterinary software system.
- Will need to be able to adjust to changes and updates within the computer system within a reasonable amount of time.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Amount of Time Spent on Task

Task	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle, or feel				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk or hear				X
Taste or smell			X	

The job requires the following lifting requirements and/or exerted force be performed on the job.

Amount of Time Spent on Lifting Amounts

Lifting Amount	None	Less than 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X (with assistance)	
Up to 100 pounds			X (with assistance)	
More than 100 pounds			X (with assistance)	

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust to focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee has potential to be exposed to hazards including but not limited to: aggressive patients (and risk of injury there from), animal wastes, exposure to zoonotic or infectious agents, unpleasant odors and/or noises, exposure to various chemicals and medications, radiation, strenuous or repetitive physical activity, etc.

Adjustment can be made for pregnancy in accordance with the law.

Follow federal and state animal health laws and regulations including OSHA and DEA.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.

Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

University Veterinary Care Center, P.A. is an equal opportunity employer. It is the policy of the practice to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status. The practice will conform to the spirit as well as the letter of all applicable laws and regulations. The practice will take action to employ, advance in employment, and treat qualified veterans and disabled veterans without discrimination in all employment practices.

I have read and understand the Associate Veterinarian Job Description.

Employee Signature: _____ Date: _____