



Job Description
Associate Veterinarian

Position Title: Associate Veterinarian

Reports To: Owner – Matters of Patient Care, Hospital Protocol

Practice Manager – Human Resource Matters, Scheduling

Department: Patient Care

Job Summary: The purpose of this position is to maintain animal health by diagnosing and treating diseases and injuries. The Associate Veterinarian works under the direct guidance and supervision of the owner of Allegheny Veterinary Service and Allegheny Equine Veterinary Service. The Associate Veterinarian is to make every effort to help improve the quality of care given to the patients of our hospital.

Primary Job Responsibilities

- Examine animals to detect and determine the nature of diseases or injuries.
- Treat sick or injured animals by prescribing medication, setting bones, dressing wounds, performing surgery, or other therapies.
- Inoculate animals against various diseases.
- Collect body tissue, feces, blood, urine, or other body fluids for examination and analysis.
- Perform 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.
- Follow discharge guidelines for hospitalized and post-surgery patients and treatment plan guidelines for clients to ensure proper patient treatment in the home environment including client follow up post hospitalization.
- Answer client questions and provide education on various aspects of animal care and treatment. Advise animal owners regarding sanitary measures, feeding, and general care necessary to promote health of their pets.
- Educate the public about diseases that can be spread from animals to humans.
- Call back/follow-up with clients; recommend medical progress visits when appropriate.
- Humanely euthanize animals when it has been mutually agreed upon by the patient's owner.
- Document actions by completing forms, reports, logs and patient records. To include invoicing when no technician is present (ie, after hours emergencies, ambulatory calls).
- Train and supervise team members who handle and care for animals; as needed.
- Deal 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 the hospital.
- Participate in business development as instructed by management and/or ownership.



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- Attend monthly team meetings and other pertinent in-house training.
- Perform other duties assigned.

Skills and Knowledge

- To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Valid and in good standing licensed veterinarian within the state of West Virginia.
- Qualifies to have a DEA license.
- Knowledge of principles, theories and practices of veterinary medicine and science. Knowledge of the procedures used for receiving, treating, and scheduling patients, for ordering medical supplies, and requesting laboratory tests.
 - Ability to read and interpret documents, including federal and state regulations, operating and maintenance instructions, and procedure manuals, and medical texts.
 - Ability to write reports, correspondence and medical records that meet professional standards.
 - Able to perform veterinary surgery in a safe, accurate and healthy manner.
 - Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
 - 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, calculus, statistics, and their applications.
 - Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
 - Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
 - Must have active listening, critical thinking, complex problem solving, time management, judgment and decision-making skills.
 - Verbal communication — Talk to others to convey information effectively.
 - Strong computer skills in order to obtain and enter client information, order laboratory and diagnostic tests, and receive and send messages.
 - Commitment to practicing the highest standard of medicine, upholding the veterinary code of ethics.
 - Commitment to the mission of the hospital.
 - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.



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Controls Over Work

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 medical director for decision or help. Administrative supervision may be provided by the management.

Teamwork:

- Consistently work in a positive and cooperative manner with fellow Team Members.
- Assist other Team Members in the performance of their assignments.
- Seek out opportunities to help rather than waiting to be asked.
- Consider the impact of your actions on Team Members throughout the Organization.
- Take direction and initiate actions (cross/additional training) that will allow the assumption of cross-functional duties to ensure seamless operations.
- Demonstrate flexibility to perform duties wherever volume deems it necessary within the organization (ie, unexpected changes in schedule due to appointment cancellations or emergency additions). Including daily schedule changes such as, appointments to surgery service or in-house to ambulatory service.

Problem Solving:

- Demonstrate sound judgment by taking appropriate actions regarding questionable findings or concerns.
- Investigate and follow through on unusual orders or requests for service or information.
- Follow proper reporting procedures for actual or potential accidents and/or incidents so follow-up and/or prevention can occur.
- Record/report the need for service maintenance or repair of equipment and remove any faulty equipment from service.
- Consistently evaluate work and determine if further steps are needed to meet departmental expectations.
- Take initiative to do or redo inadequate or incomplete work, even if it is not yours.
- Ensure compliance with regulatory standards.

Productivity/ Efficiency:

- Consistently demonstrate ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary.
- Minimize non-productive time and fill slow periods with activities that will enable you to prepare to meet the future needs of the system (education, organizing, housekeeping, and assisting others).
- Organize job functions and work area to be able to effectively complete varied assignments within established time frames.
- Consistently demonstrate ability to take the initiative to make decisions/choices without direct supervision.

Adherence to Departmental Policies:

- Demonstrate knowledge and understanding of all policies and procedures and ability to reference them from appropriate books and manuals.



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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 job.

- Work is performed in a professional medical based setting.
- Working extended hours may be required as needed.
- While performing the duties, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use hands to finger, handle or feel. The employee is required to reach with hand and arms. Occasionally required to climb, stoop, kneel, crouch and/or crawl. Frequently lift and or move up to 50 pounds. Must occasionally lift and/or move up to 75 pounds. Specific vision abilities include close vision and color vision.
- The noise level in the work environment is usually moderate to loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Incumbent will be exposed to virus, disease and infection from patients and specimens in working environment.
- Use of strength or agility in capturing and restraining stronger, more active animals.
- General handling and restraint of large animals such as cows and horses. Occasionally handle dogs weighing up to and over 150 lbs.
- Work may involve variations in ambient temperature depending on weather conditions.

Working Conditions

- While performing the duties of this job, the employee is exposed to hazards associated with aggressive patients; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases.
- Regular handling of animal blood, feces and urine is required.
- Follow federal and state animal health laws and regulations including OSHA and DEA.

Qualifications/Requirements:

- Possess strong organizational skills
- Able to work independently, particularly on emergency and ambulatory service, and in all other aspects.
- Able to work collectively with the administrative team.
- Able to work with minimum supervision
- West Virginia License to Practice Veterinary Medicine

Education/Training/Experience:

- Doctor of Veterinary Medicine or equivalent Degree
- USDA Accreditation



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Receipt and Acknowledgment:

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the organization.
- I have read and understand this job description.
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Employee Name: _____

Signature: _____

Date: _____



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