

Specialty Veterinary Assistant- Internal Medicine Tufts University

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Posted Jan. 17, 2024, set to expire Dec. 31, 2024

Job Title	Specialty Veterinary Assistant- Internal Medicine
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Agriculture/Animal Care
Job Website	https://jobs.tufts.edu/jobs/20036?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Cummings School of Veterinary Medicine at Tufts provides 24-hour care for pets 365 days of the year. Since 1985 we have offered high quality medical care, consultation, referral, and emergency veterinary services for the care of dogs, cats and exotic pets. The Internal Medicine service utilizes state-of-the art diagnostic tests and cutting-edge procedures to provide high quality care to small animal patients and assistance to their clients in a facility and environment that emphasizes quality of life for animals and support for owners in the form of education and information services. The Internal Medicine department creates an environment that supports teaching of Internal Medicine to veterinary students, interns and residents in training, as well as continuing education for veterinary practitioners, veterinary technicians and the public.

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What You'll Do

This position will assist the internal medicine faculty, residents, interns, staff, and students in carrying out the treatment of inpatient, outpatient and chronically managed cases. The Veterinary Assistant will assist with patient prescription requests, client and referring veterinarian questions, the physical examination process, patient admissions and discharges as well as expediting patient care and treatments while in the care of the hospital. The position is a point of contact for the service with other hospital services and university departments so will need excellent customer service skills with both internal and external customers. In addition, the assistant will also assist with laboratory work, record keeping, documentation, and stocking/cleanliness of all section rooms. Cross training and assisting in other areas of the hospital is expected as needed. Exceptional multi-tasking and prioritization skills will be needed to ensure patients and clients receive exceptional care and service.

As a Veterinary Assistant for Internal Medicine Dept, you will:

Veterinary Assistance:

- Prioritize and expedite client prescription needs to in house, human and online pharmacies following department protocols
- Communicate with clients regarding refill updates, rechecks and follow up needed
- Work closely with clinicians to ensure timely client service and excellent patient care
- Assist with physical examinations of inpatients and outpatients utilizing Fear Free techniques
- Working in coordination with other departments and inpatient staff-admit patients for procedures
- Assist with procedures (setup, patient preparation, postop needs)
- Assist with cleaning and packing of equipment
- Maintain a working knowledge of all surgical and non-surgical equipment and supplies
- Prepare patients for discharge
- Submission of various lab samples
- Assist technicians and expedite patient care and diagnostics in inpatient and outpatient services
- Collaborate and communicate with client service representatives and hospital liaisons
- Enter patient charges and communicate with the front desk to ensure accurate and timely checkouts

Cleaning/Stocking/Equipment Maintenance:

- Coordinate and prioritize daily husbandry care of inpatients and maintain adequate inventory for the service.
- Clean/stock/maintain service areas.
- Maintain equipment and ensure that all equipment is kept in good working order. Oversee service contracts if applicable for equipment.
- Establish and maintain cleaning protocols for the service areas.

Miscellaneous

- Provide coverage for other shifts and sections of the Hospital as needed.

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- Participate in Departmental and Hospital-wide initiatives as required.
- Complete other tasks as assigned by supervisor

Research:

- Assist in studies and projects as needed including treating research/laboratory animals.

What We're Looking For

Basic Requirements:

- Familiarity with medical terminology, veterinary pharmacology and animal behavior.
- Ability to restrain small animals in a safe, compassionate manner.
- High emotional intelligence and team player
- Engaged learner; Highly motivated to improve your knowledge base and skill set.
- Working knowledge of Microsoft Word and Electronic Medical Records
- Ability to lift up to 50 lbs. with or without accommodation

Preferred Qualifications:

- Bachelor's degree in an Animal Science or other animal biology related field
- Successful completion of a NAVTA-approved Veterinary Assistant Program
- Credentialed as a Certified Veterinary Assistant
- One or more years' experience as a Veterinary Assistant in a veterinary hospital
- Experience in handling large animals and zoologic companion animals
- Experience in a specialty hospital

Pay Range

Minimum \$18.80, Midpoint \$21.85, Maximum \$24.90

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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