

Specialty Vet Technician Supervisor- Oncology Tufts University

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Posted Jan. 22, 2024, set to expire Dec. 31, 2024

Job Title	Specialty Vet Technician Supervisor- Oncology
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 22, 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/20082?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Cummings School of Veterinary Medicine at Tufts University 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. In addition, the hospital creates a positive learning experience for Cummings School of Veterinary Medicine at Tufts University students and student technicians with regard to small animal medicine and supports the training of small animal medicine technicians.

What You'll Do

The Technician Supervisor in Oncology works as part of an integrated clinical care team to provide high quality nursing care to inpatient and outpatient radiation and medical oncology patients. The service offers chemotherapy and radiation therapy treatments to cancer patients in an integrated, team-based environment. We are seeking a supervisor with solid technical

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competency, excellent communication skills and exceptional leadership skills. Cross-training will be provided in anesthesia, radiation therapy treatments, and chemotherapy administration.

As a Sr Vet Tech and Supervisor in Oncology you will:

Technical Responsibilities:

- Collaborate with administrative and clinical care team members throughout the hospital to coordinate and prioritize patient care
- Administer chemotherapy treatments in a safe and timely manner as ordered by clinicians to ensure delivery of high-quality patient care.
- Safely administer sedation and anesthesia to patients
- Safely monitor sedated and anesthetized patients throughout procedures
- Restrain patients in a calm, professional and compassionate manner.
- Work with clinicians to perform radiation and other specialty treatments including electrochemotherapy
- Collaborate with colleagues, co-workers, faculty, house officers and students to effectively manage a high-volume clinical workflow without direct supervisory oversight.
- Effectively communicate with internal customers to manage expectations for timing and patient care
- Actively seek opportunities to provide support and coverage to all modalities within the section when case volume in the assigned modality is low.
- Cross train in multiple modalities to increase depth of coverage for the department
- Assist in training, orienting, and mentoring new Veterinary Technicians in all aspects of the department

Leadership Responsibilities - Leadership responsibilities will be administered primarily on the clinic floor but will also include administrative time off the floor. The specific allocation of time will depend on the needs of the Services and the Hospital.

Responsibilities include:

- Collaborate with team members, Veterinary Technician Supervisors, Section Heads and Hospital Administration to ensure the successful operation of all the assigned section(s) and the Small Animal Hospital at large
- Oversee the allocation of veterinary technician resources for designated sections including scheduling
- Foster an environment of open communication, trust and respect. Conduct and attend team, section and supervisor meetings and meetings with individual team members to enhance communication.
- Oversee the recruiting and interview process for new veterinary technicians
- Oversee the training and on-boarding for new staff. Ensure the new team members understand the processes and protocols of the clinical operations.
- Provide feedback and coaching to individual veterinary technicians to enhance professional growth and improve performance. Offer feedback to the entire team to help develop healthy interpersonal dynamics within the group. Organize continuing education events for team members.
- Address questions and troubleshoot issues raised by the veterinary technician team. Elevate issues to the administration as appropriate. Provide input on problem solving and collaborate with administration in problem solving
- Lead the annual performance planning and evaluation process for the veterinary technician team by coaching on goal setting, performing mid-year check point reviews and annual reviews for staff performance. Recommend merit increases and promotions for veterinary technicians.
 - Assist Hospital Administration in the preparation of section budgets. Responsibilities include verification of section operating expenses, service contracts, creation of annual standing purchase orders and to make recommendations on the need for replacing equipment if needed for each specialty service section.
 - Oversee section finances including overtime budget, supply purchasing and reconcile p-card purchases, review and

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submit weekly payroll

- Oversee management of the controlled substance inventory.
- Instruct veterinary students and student technicians in all technical aspects of patient care
- Assist in training, orienting, and mentoring new Veterinary Technicians in all aspects of the department

Miscellaneous

- Other duties and projects as assigned by the Assistant Director of Veterinary Nursing, Hospital Director or other members of administration

What We're Looking For

Basic Requirements:

- Associates Degree or equivalent plus 5 years related work experience
- CVT in good standing
- Demonstrated leadership skills, conflict resolution and resourcefulness
- Ability to effectively manage personal responsibilities as well as resources of multiple services
- Demonstrated ability to provide exceptional service to both internal and external customers
- Able to work well independently as well as part of a team.
- Highly motivated, enthusiastic self-starter with a professional attitude.
- Ability to work in a busy, stressful environment with diverse personalities while maintaining a calm, professional demeanor.
- Fundamental understanding of Human Resource principles, practices and regulations
- Comprehensive understanding of medical terminology and veterinary pharmacology
- Required technical skills include: fear- free handling experience, sedation and anesthesia experience, patient monitoring, IV injections
- Knowledge of Medical Oncology in a veterinary setting
- A desire to teach. This includes sharing knowledge and expertise with colleagues throughout the Small and Large Animal Hospitals as well as students. Teaching also requires a commitment to ongoing professional development such as participation in Continuing Education and maintenance of credentials and certifications.
- Working knowledge of Microsoft Word and Hospital Based programs
- Ability to lift up to 50 lbs. with or without accommodation

Preferred Qualifications:

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- 5 or more years experienced in a busy, fast-paced veterinary hospital
- Previous veterinary technician supervisory experience
- Previous experience working in Medical Oncology
- Knowledge of or experience in Radiation Oncology
- Experience in a Specialty Hospital or Academic Hospital
- VTS level or VTS tracking technician

Pay Range

Minimum \$31.90, Midpoint \$37.95, Maximum \$44.00

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 applying for or inquiring about this job announcement.

Contact