

Veterinary Assistant - Hospital for Large Animals Tufts University

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Posted May 21, 2024, set to expire Dec. 31, 2024

Job Title	Veterinary Assistant - Hospital for Large Animals
Department	Hospital for Large Animals
Institution	Tufts University Medford, Massachusetts
Date Posted	May 21, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Agriculture/Animal Care
Job Website	https://jobs.tufts.edu/jobs/20501?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Clinical Research Shared Resource (CRSR) at Cummings School of Veterinary Medicine is responsible for overseeing clinical research involving client-owned animals at the school. The CRSR team works with both internal and external academic entities as well as industry sponsors to design clinical research studies, create clinical research protocols, generate budgets, develop electronic data capture forms, support successful completion of clinical research studies, obtain informed consent, enter data, process biologic samples, and perform quality control over data. The CRSR is also responsible for overseeing the Master IACUC associated with some of the clinical research, tracking enrollment and associated metrics, and ensuring compliance with regulatory standards.

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What You'll Do

The Veterinary Assistant collaborates with clinicians, residents, interns, technicians and students to provide exceptional patient care and client service to patients participating in clinical trials. The Veterinary Assistant also serves as a clinical liaison to provide clients with status updates and to address any questions they may have.

Essential Functions include:

Patient Care - Provide high quality patient care including the following:

- Assist clinicians and clinical trials technicians with restraint, care, and treatment of patients. Anticipate the clinician's needs with regards to treatments, restraint, supplies and instruments.
- Provide professional and courteous service to ensure that the highest levels of client satisfaction and patient treatment are maintained at all times.
- Coordinate clinical trial patient flow within and between services to expedite each trial patient's visit.
- Draw blood samples as ordered. Process in-house lab work as directed by a licensed veterinarian.
- Administer injections, oral and topical medicine (except federally controlled anesthetics) as directed by a licensed veterinarian.
- Assist with electronic medical record documentation and validation.
- Assist with providing basic animal husbandry and hygiene.
- Assist with euthanasia when needed and ensure that appropriate paperwork and records are completed.

Client Support

- Serve as a contact for designated service to address clients' clinical questions and concerns. Solicit information from clinician/technician as necessary.
- Work with CRSR staff to interface with clients regarding visit status, quality of their pet's life, among others.
- Assist CRSR staff with scheduling of appointments for clinical trial patients.

Maintenance - Maintain a safe and clean work environment including:

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- Maintain cleanliness of the CRSR department. Sweep and mop as needed.
- Clean and package instruments for sterilization as needed after use.
- Maintain an adequate inventory of CRSR supplies including equipment and medications.
- Other duties as assigned.

Miscellaneous - Perform other duties as assigned by clinical trials staff:

- Fill out paper case report forms as well as electronic case report forms within the REDCap database system. Enter data as needed into REDCap data base.
- Participate in Departmental and Hospital-wide initiatives as required.
- Coordinate with the Oncology Service to organize outpatient housing and husbandry.
- Assist with shipping of biologic specimens and drugs.

Sample Handling and Processing – Assist with procurement and processing of patient trial related samples:

- Preparation and labeling of tubes/containers for biomarker sample collection.
- Collection of biomarker samples (blood, tissue, bone marrow, etc.) from clinical trial patients.
- Processing and storage of biomarker samples according to written SOPs.
- Collection biomarker samples post euthanasia of clinical trial patients.

What We're Looking For

Basic Requirements:

- High school diploma (or the equivalent) and at least one year of related experience
- Familiarity with medical terminology, veterinary pharmacology and animal behavior
- Ability to restrain small animals in a safe, compassionate manner
- Exceptional interpersonal and communication skills with the ability to interact effectively with co-workers, clinicians, students, staff and clients
- Enthusiastic, genuine, empathetic and self-motivated professional with a positive, upbeat attitude
- Basic computer skills including the ability to learn the electronic medical record system
- Ability to lift up to 50 lbs. with or without accommodation

Preferred Qualifications:

- Successful completion of a NAVTA-approved Veterinary Assistant Program

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- Credentialed as a Certified Veterinary Assistant
- One or more years' experience as a Veterinary Assistant in a veterinary hospital

Special Work Schedule Requirements:

The schedule for this position requires flexibility to ensure that adequate patient care is provided without interruption or exception.

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 applying for or inquiring about this job announcement.

Contact