

Veterinary Assistant - Neurology Tufts University

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Posted Jun. 3, 2024, set to expire Dec. 31, 2024

Job Title	Veterinary Assistant - Neurology
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Research/Technical/Laboratory Agriculture/Animal Care
Job Website	https://jobs.tufts.edu/jobs/20572?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Neurology service of the Small Animal Section utilizes state-of-the art diagnostic tests and cutting edge surgical procedures to provide high quality care to their 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, information services and grief counseling; to provide a facility and environment that supports teaching of Neurology to veterinary students, interns and residents in training, as well as continuing education for veterinary practitioners, veterinary technicians and the general public; to provide a facility and environment conducive to the study of neurologic disease, diagnosis, prognosis and treatments in companion animals; to support and promote general awareness about neurologic disease in companion animals in the scientific community and in the general public.

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What You'll Do

This position will assist the neurologists, residents, interns, staff, and students in carrying out the treatment of inpatient, outpatient and chronically managed cases. The Vet Assistant in Neurology will be the primary person responsible for expediting and completing patient prescription requests, and will assist with client and referring veterinarian questions and concerns as needed.

As a Veterinary Assistant you will be responsible for:

Veterinary Assistance:

- Prioritize and expedite client prescription needs to in house, human and online pharmacies following department protocols
- Review patient records to identify needs for recheck bloodwork and appointments
- Communicate with clients regarding refill updates, recheck and follow up needs as communicated by clinicians
- Work closely with clinicians to ensure timely client service and excellent patient care
- Assist with physical examinations of inpatients and outpatients
- Admit neurology patients for procedures
- Prepare patients for discharge
- Submission of various lab samples
- Expedite Neurology patient care and diagnostics in inpatient and outpatient services
- Assist technicians with inpatient Neurology patient needs
- Participate in euthanasia, after care and client grief support as needed
- Act as an on the floor liaison as required for the service for clients, RDVM's, and other hospital services.
- Collaborate and communicate with client service representatives and hospital liaisons
- Assist as needed with daily calls from clients with questions/problems
- Be available to serve as service contact for the front desk and inpatient sections

Cleaning/Stocking/Equipment Maintenance:

- Coordinate and prioritize daily husbandry care of inpatients and maintain adequate inventory for the service (medical supplies, special food supplies and pharmaceuticals)
- Clean/stock/maintain service areas
- Maintain service 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 - Perform other duties as assigned by Supervisor and Shift Leader including:

- Provide coverage for other shifts and sections of the Hospital as needed.
- Participate in Departmental and Hospital-wide initiatives as required.
- Complete other tasks as assigned by supervisor

Research:

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

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Cross training and assisting in other areas of the hospital is expected as needed.

The schedule for this position is intended to be Monday to Friday 6:30am-2pm

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through 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.
- 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

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.

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Contact

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