



IndyVet Emergency & Specialty Hospital

Job Title: Emergency Technician/ Assistant	Department: Emergency
Revision Date: August 2019	Reports to: Head technician, Head of Emergency, Nursing Director, HR Director and Medical Director

Position Overview

Emergency Technicians/ Assistant in the Emergency department are responsible for caring for all hospitalized and incoming Emergency patients records and medical needs.

Essential Job Functions

- Maintaining a positive work environment, encouraging continuous growth and maintaining IndyVet's core values.
- Attending Emergency department rounds and taking notes on all hospitalized patients that have been assigned to you.
- Advocating for patients to ensure the best patient care is provided.
- Cleaning and maintaining all emergency equipment and facilitating repair and replacement as needed.
- Adhering to regulations for Fear Free, Cat Friendly, AAHA and OSHA
- Monitoring all patient records and SmartFlow sheets daily to ensure everything involving their treatment is recorded and charged appropriately.
- Assisting doctors and head technicians with hospitalized and outpatient needs and records.
- Ensuring that all procedures are correctly charged for.
- Continuously improving and growing Emergency department to provide the best patient and client services possible.
- Ensuring all lab work is complete including sediments and differentials.
- Completing outpatient and inpatient procedures

Requirements

- Able to lift up to 50+ lbs without assistance.
- Able to stand and sit for extended periods of time
- Able to constantly lift, bend and handle heavy objects on occasion.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Able to wear personal protective equipment (e.g. face masks, goggles, latex/non-latex gloves) as needed.
- Ability to work effectively within role independently and with other team members.
- Ability to understand medical and surgical terminology

- Excellent interpersonal communication and leadership skills
- Excellent veterinary technical skills
- Ability to organize, prioritize and complete work in a timely manner
- Must be flexible with work hours
- Able to work well under pressure and at high levels of stress

Skills/Abilities.

- Maintaining required CE
- Ability to work in a high stress environment
- Excellent communication skills; oral, written, and especially interpersonal
- Strong organizational and time management skills
- Ability to stay on task as well as multitasking
- Maintain a positive work environment.
- Strong aptitude of verbal and written communications, presentation and relationship development
- Ability to work with little supervision and maintain a high level of performance
- Customer-oriented and friendly
- Prioritization and time management skills
- Working quickly without compromising quality

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.