



Associate Veterinarian

Job Description

OVERVIEW

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|--|---|
| Department: Veterinarian | Job Status: Full Time (40+ hrs/wk) |
| Education: DVM | Experience: Two to four years preferred |
| Positions Supervised: None | Reports To: Chief of Staff |
| Work Schedule: To be determined as needed | FLSA Status: Exempt Annual Salary: \$ TBD |

POSITION SUMMARY¹

The associate veterinarian is charged with the primary responsibility for the medical and surgical care of patients. As such, they are central to client relations and staff management. Associate veterinarians at Wise Owl Animal Hospital manage clients and patients from their entry to the practice through evaluation, diagnosis, treatment, surgery, and discharge, while bonding clients to the practice. They are also responsible for verifying and maintaining the healthy condition of boarding animals.

Associate veterinarians direct other staff members in patient and client care and coordinating invoicing, kenneling, and the dispensing of medication. They must meet the standard of care, practicing error-free medicine and surgery on all species seen at Wise Owl Animal Hospital. They are also asked to handle patient and practice emergencies in a timely and responsible manner and may need to work hours beyond those scheduled. Veterinarians must keep accurate, complete, and timely records.

JOB DUTIES & RESPONSIBILITIES

General Knowledge

- Demonstrate extensive knowledge of pets, pet care, and veterinary medicine.
- Know the range of services the practice provides **and the costs associated with each.**
- Understand the life cycle and pathology of common parasites (intestinal parasites, heartworms, fleas, ticks, etc.), and know the names of most common preventatives, recommended treatments, and diagnostics.
- Knowledge of import and export requirements for pets being imported/exported to/from Guam.
- Be familiar with zoonotic (contagious) diseases, including their prevention and steps to reduce or eliminate transmission.

Essential Tasks

- Supervise and direct technical support staff.
- Greet clients and patients, respond to client needs and questions, educate clients, and maintain records. Manage distressed clients.
- Admit and discharge patients. Review consent forms with clients and verify client signatures.
- Maintain the safety and welfare of patients and boarders at all times.
- Examine, diagnose, and develop a treatment plan for all patients.
- Administer treatments: fluid therapy, medications, wound dressings and treatments, enemas, bandages and splints and parasitic treatments.
- Conduct diagnostic testing: collect blood and other samples, take radiographs.

¹ This job description only part of the requirements for this position. Please see All Wise Owl Employees Job Description in addition to what is listed on this document for the completed expectations for this position.

- Conduct surgeries including, but not limited to spays and neuters.
- Administer anesthetics and monitor anesthetized patients. Place endotracheal tubes.
- Educate clients on the proper care of animals.
- Maintain records properly.
- Record results of dental evaluation and procedures. Perform dental scaling and polishing procedures. Extract teeth and perform orthodontic procedures.
- Perform surgical procedures.

- Handle pricing questions in a manner that encourages clients to accept your recommendations, and create estimates.
- Be available on-call as assigned.
- Ensure proper medication and treatment is administered by staff as directed.
- Share input with the hospital administrator and staff in the development and implementation of goals, policies, and procedures related to the veterinary practices of the clinic.
- Meet regularly with the owner and hospital administrator.
- Attend and assist with sponsored community events.

Medical Skills

- Excellent surgical skills including, but not limited to spay/neuter, dentistry, and soft-tissue.
- Ability to balance medical and financial priorities with clients.
- Ability to use and work with state-of-the-art equipment including, but not limited to laser therapy, digital radiography, Kacey Diagnostic instruments, critical care monitoring equipment, isolation ward, fully equipped surgical suites.
- Strong work ethic and ability to work cooperatively in a multi-doctor practice with a large interactive staff.

- Ability to work independently, exercise good clinical judgement, provide supervisory support of technical staff and use diplomacy and tact in dealing with internal and external customers.
- Understands and communicates the importance of preventative medicine.
- Compassionate nature with a strong moral and ethical grounding.
- Excellent communication skills. Able to interact and engage with all clients, including ESL.

SKILLS & ABILITIES

Certificates & Licenses

- Doctor of Veterinary Medicine degree from an accredited college or university
- Possession of or ability to obtain current licenses to practice veterinary medicine in Guam:
 - Guam Licensure
 - DEA License
 - Controlled Substance Registration (CSR)
 - Category II USDA Accreditation
- Maintain annual CE Requirements

Other Requirements

- Customer service experience.
- Available to work weekends, holiday shifts, and evenings.
- Commitment to the mission, values, goals, and success of Wise Owl Animal Hospital.

PHYSICAL DEMANDS

Physical Abilities²

| | | |
|----------------------|---|----------------|
| Sit | O | Occasionally |
| Stand | C | Constantly |
| Walk | C | Constantly |
| Reach Above Shoulder | O | Occasionally |
| Reach Outward | F | Frequently |
| Write/Type | F | Frequently |
| Handling/Restraining | F | Frequently |
| Squat or Kneel | F | Frequently |
| Bend | F | Frequently |
| Crawl | R | Rarely |
| Climb | N | Not Applicable |

Push/Pull

| | | |
|-----------------|---|--------------|
| 12 lbs. or less | F | Frequently |
| 13 – 25 lbs. | F | Frequently |
| 26 – 40 lbs. | O | Occasionally |
| 41 – 100 lbs. | O | Occasionally |

Lift/Carry

| | | |
|-----------------|---|--------------|
| 10 lbs. or less | F | Frequently |
| 11 – 20 lbs. | F | Frequently |
| 21 – 50 lbs. | O | Occasionally |
| 51 – 100 lbs. | O | Occasionally |
| Over 100 lbs. | O | Occasionally |

Wise Owl Animal Hospital has reviewed this job description to ensure that essential functions and basic duties have been included. This document is an extension of the job description for all Wise Owl Animal Hospital Employees. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by management and administrators as deemed appropriate.

Employee Name (Print)

Employee Signature

Date

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|----------|-----------------------|---|
| N | Not Applicable | Activity is not applicable to this occupation. |
| R | Rarely | Occupation requires this activity but not on a regular daily basis. |
| O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |