

## Monmouth County SPCA

**Job Title:** Surgical Tech

**Reports To:** Medical Director

**Department:** Clinic

**FLSA Status:** Non-Exempt

**Description:** Operates under the direct supervision of a licensed veterinarian and is responsible for the care and supervision of all animals entering the clinic for surgery, vaccines and/or other procedures.

### **Responsibilities:**

- Client communications
- Records patient info onto Drug Log
- Admits & Discharges surgical patients
- Brings shelter animals over for surgery
- Set up for Surgery:
  - O<sub>2</sub>, anesthesia machines, table packs, instruments, blades, sutures, gloves, mask, cap, gown
- Restrains animals for doctors
- Calculates drugs
- Pre-op surgical patients
- Intubates & Extubates surgical patients
- Prep animals for surgery
- Monitors vitals during surgery
- IV catheter placement
- SubQ fluids/IV fluid therapy
- Phlebotomy:
  - lab work, HWT, Felv/FIV combo, fecal
- Administer vaccines
- Post-Op Recovery: temp, H/R, inj. pain meds, make up e-collars
- Changes O<sub>2</sub> tanks
- Controlled drug inventory (Tramadol)
- Help with regular inventory
- Arrives early on Tuesdays and Wednesdays to handle post-op feral cats
- Brings shelter animals back to shelter after recovery
- Clean cages, sweeps, mops, takes garbage out, does laundry
- Microscope maintenance
- Assists with vaccine clinics
- Dispense meds
- Medical waste disposal & pick up
- Additional duties for Feline tech:
  - Handle & assess cat behavior