

Job Title: Gaston College RVT Intern

Reports To: Clinic Services Practice Manager & Shelter Veterinary Medical Manager

Schedule: 160 Hours (Summer)

Summary:

The Gaston College RVT Intern will gain experience in 3 areas of veterinary medicine:

1. Assisting with preparation and recovery of animals admitted for surgery, as well as preparing and administering anesthetic medications per the DVM.
2. Assisting with providing basic wellness care offered in our Essential Care Clinic.
3. Assisting the Shelter Veterinary Team to prepare animals for adoption and manage heard health among the shelter population of dogs and cats via routine physical exams, supportive care, and treatment plans.

Intern Will Learn & Be Exposed To:

- Gain a working knowledge in high quality, high volume spay/neuter clinic operations, as well as vaccine clinic operation.
- Learn to apply your skills and knowledge of surgical preparation, surgical recovery, basic wellness care, and clinic operation in a real-world setting.

Essential Duties and Responsibilities Include:

- Assist for intake of all animals scheduled for surgery including:
 - Ensuring all paperwork is properly completed by owners and all vaccines are current.
 - Explaining any high-risk factors to owners and having them sign the appropriate release form.
- Preparing and administering pre-surgical medications.
- Keeping accurate drug logs.
- Prepares surgical suites prior to surgery; Maintains cleanliness and stock throughout the day.
- Assist surgical team by inducing intubation and prepping animals for surgery.
- Monitors all animals during and recovering from surgery.
- Cleans, sterilizes, and prepares surgical packs.
- Learn and apply appropriate vaccine protocols based on individual animal's needs.
- Administer vaccines in proper locations.
- Utilize phlebotomy skills and learn different techniques.
- Handles and holds animals based on Fear Free protocols.
- Assess animals' condition during examinations and recommending further treatments if needed.
- Collaborate with Veterinarians and staff for further assessment as needed.
- Communicate with Owners about examination findings and recommending any treatments.
- Maintains a clean and sanitary work area in all workspaces and holding areas according to policy.
- Other duties as required.

Admin Duties

- Perform administrative tasks such as email, phone messages, and compile daily reports and monthly statistics.
- Clear and prompt communication with Clinic Services Team.
- Enter data, logs, and relevant memos in medical record software.

- Maintain excellent verbal and written skills, including clear and effective communication with others (staff, public, volunteers) that is professional, respectful, positive and educational.

Qualifications/Expectations:

- **Required:** Currently enrolled in Gaston College Registered Veterinary Technician Program.
- Enthusiasm for the mission of the Humane Society of Charlotte and helping people and animals in our community.
- Self-motivated, well organized, detail oriented, and able to effectively work independently and within a team framework.
- Ability to be objective, diplomatic and informative.
- Strong interpersonal communication skills required, as well as a high-level skill in written and verbal communication.
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment.
- Must be comfortable interacting with dogs and cats.
- EOE

Work Environment:

- Exposure to high noise levels and odors.
- Exposure to fumes or airborne particles and toxic or caustic chemicals.
- Exposure to animal disease including zoonotic disease in shelter environment.

Physical Demands:

- Must be able to lift & move up to 50 lbs.
- Frequent standing, walking, bending, lifting, stooping, carrying, and reaching.
- Standing for long periods of time.