

UNIVERSITY OF SOUTHERN CALIFORNIA

Animal Laboratory Health Technician

Job Code: 185727

Grade:	HD
OT Eligible:	Yes
Comp Approval:	11/6/2003

JOB SUMMARY:

Provides animal health care under licensed veterinary supervision. Maintains clinical records on animals under veterinary observation and treatment. Performs routine clinical procedures on a variety of laboratory animal species including handling, restraint, examinations, sample collection, and administration of medications. Performs diagnostic procedures including necropsy, sample preparation, and laboratory tests.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

- | | | |
|-------|-------|--|
| _____ | _____ | Ensures that animals are provided care in accordance with state and federal regulations to promote physical and psychological well-being and minimize discomfort. |
| _____ | _____ | Collects and processes diagnostic samples. Administers drugs and other treatments. Assists Veterinarians and Principal Investigators with handling animals during procedures. |
| _____ | _____ | Prepares and sterilizes instruments and facilities for surgical use. Performs technical procedures in animal surgery, i.e. anesthetic, post-operative care. Maintains accurate computerized records of procedures performed on animals. Analyzes case history records. |
| _____ | _____ | Assists in inspecting incoming animals for shipping condition, food supply, disease symptoms; performs physical examinations. Maintains accurate records. |
| _____ | _____ | Maintains pharmaceutical and surgical or laboratory supply inventories. Orders supplies and pharmaceuticals, rotates supplies, culls expired drugs. Keeps abreast of new developments in the pharmaceutical field through journals, circulars and seminars. Maintains accurate, updated logs of controlled substances. |
| _____ | _____ | Provides care and treatment to research animals under veterinary supervision and assists principal investigators with treatments. Assists veterinarians with clinical cases as needed. Organizes surgery schedule. Provides anesthetic assistance and performs euthanasia under veterinary supervision. Responds to emergency situations for animals in surgery or in other campus locations. Maintains emergency kit. |
| _____ | _____ | Uses and maintains surgical equipment such as anesthesia machines, ventilators, cautery apparatus, suction equipment, clippers, endoscopes and monitoring devices. |
| _____ | _____ | Performs laboratory examinations including necropsy, clinical pathology, microbiology, parasitology, PCR, ELISA, etc. under veterinary supervision. |
| _____ | _____ | Provides information to Business Office for billing charges to principal investigators. |
| _____ | _____ | Assists in making presentations at training classes on animal use. |

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Related Undergraduate Study

Combined experience/education as substitute for minimum education

Minimum Experience:

3 Years

Minimum Field of Expertise:

Courses in a Life Science or Animal Health Technology including: anatomy, physiology, radiology, microbiology, zoology, medical nursing and related animal sciences. Experience with animal handling, animal treatment, veterinary diagnostics, animal anesthesia and surgical assistance in veterinary hospital or university environment.

Preferred Education:

Bachelor's Degree

Preferred Experience:

5 Years

Preferred Field of Expertise:

Bachelor's Degree in a Life Science or Animal Health Technology degree. Certification or eligibility for certification as a Registered Animal Health Technician by the state of California

Skills: Administrative:

Communicate with others to gather information

Maintain filing systems

Prioritize different projects

Read handwritten text

Research information

Schedule appointments

Understand and apply policies and procedures

Skills: Laboratory:

Animal Anesthesia

Animal Diagnostic Testing

Animal Handling

Animal Surgery

Animal Treatment

Skills: Machine:

Computer Network (Department or School)
Computer Peripheral Equipment
Personal Computer

Supervises: Level:

May oversee student, temporary and/or casual workers.

Supervises: Nature of Work:

Technical

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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