

VETERINARY TECHNICIAN INTERN

FORT WAYNE ZOO



JOB DESCRIPTION

Created: 2/25 | Reviewed: 2/25

Position Title: *Veterinary Technician Intern*
FMLA Status: *Nonexempt*

Supervisor Title: *Director of Animal Health and Conservation*

PURPOSE

The Veterinary Technician Intern is an educational, learning position that works alongside licensed veterinary medical professionals to conduct clinical and laboratory procedures in the veterinary hospital, including caring for animals, assisting in surgery, collecting specimens, and other duties. This is a six-month position intended to provide clinically focused experience in a zoological medical setting. This position also strives to embody the Zoo's values at all times, contributes to positive guest experiences, and performs other duties as required.

Because this is an internship with an educational focus, Veterinary Technician Interns are not considered permanent employees. This internship is specifically structured to provide hands-on practical learning opportunities that may be eligible for academic credit. This internship position lasts six months, with the possibility of renewal upon mutual agreement. Completion of internship does not guarantee an offer of continued employment. This is a paid, non-exempt internship position compensated at an hourly rate in compliance with federal and state wage and hour laws.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

The intern's responsibilities involve assisting with patient care and procedures primarily for educational purposes. Interns will not be solely responsible for making independent clinical or business decisions without supervisor approval.

- Under direction of veterinary staff, sets up for all routine and emergency veterinary procedures. Prepares equipment and supplies, inspects and tests anesthesia machines, charges radiograph plates and creates radiograph studies to be performed within the radiograph software system, and has medications, fluids, and vaccines drawn up and ready to be administered.
- Assists the veterinarians during procedures. Provides manual restraint of animals, intubations of patients, intravenous catheter placement, anesthesia monitoring and recordkeeping, diagnostic sample collection and processing, radiograph positioning/processing/recordkeeping, dental prophylaxis, and administration of medications, fluids, and vaccines.
- Cleans up immediately after all veterinary procedures. Disinfects all used equipment and supplies, returns all used equipment and supplies to their proper storage location, restocks used supplies, recharges battery equipment, disinfects area(s) of the vet hospital used during the procedure, and closes the radiograph software system for backup to the server.
- Serves as the veterinary contact for staff and triage animal health emergencies, as directed by the veterinarian on call.
- Assists with in-house laboratory testing including blood chemistries, blood gasses, manual CBCs, urinalyses, and cytologies. Records and reports all laboratory sample collection and testing results.

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- Assists with processing and shipping of diagnostic samples. Prepares and packages samples for shipment in accordance with appropriate regulations, prepares shipping carrier and laboratory submission forms, retains appropriate copies, and arranges for pickup of samples. Maintains required IATA training necessary for packaging animal samples for delivery.
- Assists with the Zoo's parasite control program. Requests routine, pre-shipment, quarantine, and post-treatment fecal samples; performs direct exams, parasite concentrating techniques, and special staining on fecal samples; records in-house parasitology exam results on the appropriate forms; and ensures animal care staff have all the necessary supplies and forms needed for fecal sample submissions.
- Under direction of veterinary staff, prepares and distributes medications, refills, and treatment compliance forms as prescribed by veterinarians.
- Under direction of veterinarians, provides daily medical treatment and to animals.
- Assists Animal Quarantine Specialists in maintaining the veterinary hospital and quarantine buildings in a clean, organized, professional order. Provides back up support for Animal Quarantine Specialist duties.
- Maintains the veterinary hospital in accordance with OSHA and other regulations; maintains SDS sheets for veterinary medications and chemicals, including acquiring sheets for new materials, and checks and inverts all fire extinguishers monthly.
- Assists in keeping the veterinary hospital well-stocked with all necessary drugs and supplies, picks up drugs and supplies as necessary, distributes supplies throughout the veterinary hospital, and assists with ordering and distribution of medical supplies for other areas of the zoo.
- Organizes and tracks disposal of hazardous waste.
- Maintains the vet hospital's gas supplies. Turns on centralized oxygen tanks each morning, turns them off each evening, and orders additional tanks when needed.
- Maintains necessary sterile equipment, maintains cold sterile solutions and supplies, coordinates gas sterilization of equipment with local hospitals, inspects sterilization dates monthly, and resterilizes equipment when necessary.
- Assists with recordkeeping for the Zoo's serum, plasma, and blood sample bank.
- Files and maintains processed radiographs.
- Enters ZIMS clinical notes as needed.
- Assists veterinary technicians and veterinarians with necropsies as needed.
- Prepares necropsy samples and appropriate records/forms for shipment to the pathology lab.
- Assists animal care staff with animal training for medical purposes.
- Provides veterinary hospital tours to groups as needed.
- Writes and presents papers for conferences or publications.
- Engages with guests both informally and through formal presentations (e.g., Keeper Chats, Wild Encounters, VIP tours, etc.).
- Operates vehicles to transport animals and medical supplies within the zoo and between other facilities.
- Supports the Zoo's commitment to continued growth of diversity, equity, access, inclusion, and belonging for team members, volunteers, guests, and supporters.
- Assists with special projects and helps other team members as needed.
- Actively contributes to positive guest experiences.

EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- Graduation from an accredited Veterinary Technology program is required.
- Valid Indiana Veterinary Technician registration is required within one month of hire and must be maintained throughout employment. (If not already licensed, demonstrated proof of application must be

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provided within one month of hire. The intern must work under immediate supervision until full credentials are obtained and verified.)

- Valid driver's license is required.
- Previous experience working as a veterinary technician and/or in a zoological setting is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of advanced animal care and handling.
- Ability to endure high-stress situations such as examining, restraining, or treating animals.
- Ability to utilize specialized veterinary tools and equipment.
- Ability to identify native trees and shrubs when providing browse to animals.
- Ability to adapt to a rapidly changing, dynamic work environment.
- Ability to professionally and effectively communicate with others through written correspondence.
- Ability to manage time effectively.
- Knowledge of Microsoft Office software.
- Strong organizational skills.
- Knowledge of general office procedures and practices.
- Knowledge of correct grammar and sentence structure.
- Ability to work a highly flexible schedule as required to successfully perform the requirements and functions of the position, including required weekend, evening, holiday, and irregular hours.
- Ability to handle confidential information.
- Ability to understand and follow all safety regulations.
- Ability to track and manage multiple tasks and priorities.
- Ability to arrive at work when scheduled and maintain a positive attendance record.
- Ability to serve as a goodwill ambassador, in every respect and at all times, for the Fort Wayne Zoological Society and the Fort Wayne Zoo in contacts with guests, partners, and the community.
- Ability to deal tactfully and politely with guest questions and misbehavior.
- Excellent communication skills to establish and maintain effective working relationships with team members, volunteers, partners, and the community.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- Ability to regularly travel assigned areas several times per day and efficiently enter all assigned areas.
- Ability to negotiate a confined workspace while working with one or more coworkers.
- Ability to properly lift and carry items up to 50 pounds.
- Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- Ability to perform focused work with close attention to detail.
- Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.

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- This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- This position may include exposure to potentially dangerous or venomous animals.
- This position may include exposure to zoonotic diseases.
- This position may include exposure to noxious native plants.
- This position may include exposure to native biting insects and arthropods.

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