



JOB INFORMATION

Job Code	IA24
Job Description Title	Dir, Perioperative Services
Pay Grade	VT12
Range Minimum	\$68,750
33rd %	\$87,090
Range Midpoint	\$96,250
67th %	\$105,420
Range Maximum	\$123,750
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/5/2016

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Vet Operations

JOB SUMMARY

Directs the work, duty schedule and training of staff members in the Perioperative section for both large and small animals at the Veterinary Teaching Hospital (VTH).

RESPONSIBILITIES

- Directs and oversees the work of staff members in the anesthesia service, surgical service, and sterile processing for both large and small animal at the VTH; ensures the technicians are cross-trained and provide adequate coverage.
- Manages inventory for both large and small animal to ensure appropriate supplies are on-hand and are ordered in a cost effective and fiscally responsible manner.
- Directs functions and operations of surgery from pre-operative care through post-operative care to ensure efficiency and patient safety; triage and coordinate the day-to-day flux of patients to ensure that needs are met.
- Manages all aspects of staffing for technicians to provide surgical and anesthesia coverage on an "on call" basis 24/7 to include management of schedules, time sheets, and the hiring and firing of employees.
- Oversees finances, payroll, human resources and overall management of surgery and anesthesia areas; keeps supervisor up-to-date on potential issues.
- Creates and manages a cohesive billing and charge structure that encompasses surgery, anesthesia and sterile processing, as well as inventory management.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	Certificate or Degree in the field of Science, Animal Health, Healthcare, or related field	And	7 years of	Experience working as a clinician/technician in a clinical veterinary environment. 2 years' experience supervising full time employees.	

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of medical or veterinary practice procedures.

Knowledge of procedures and techniques associated with animal care.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
	Veterinary Technician Certification having passed the Veterinary Technician National Exam (VTNE).	Upon Hire	Required

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.