



**Department Lead LVT  
Job Description**

**Date Completed:** 3-30-10

**Work Location:** VMCLI

**Title:** Department Lead LVT

**Department (circle one):** ER, IM, SX,  
Ophthalmology, Neurology

**Exempt Status:** Non-exempt

**Position Status:** FT / PT

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**Reports to:** Hospital Supervisor (HS) and Hospital Administrator (HA)

**Works closely with:** LVT's, Assistants, Client Care Coordinators, Hospital Supervisor, Hospital Administrator, Clinicians, and Owners

**Direct Reports:** LVT's & Assistants within your department.

**VMCLI's Conformance Statements**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**Position Purpose**

The Department Lead LVT directs, plans and coordinates departmental staff to promote greater efficiency and quality of care for both our patients and staff alike.

**Responsibilities/Duties/Functions/Tasks**

The following is a list of essential job requirements. This list may be revised at any time and additional duties not listed here may be assigned as needed. Job Functions and Job Responsibilities include, but are not limited to:



- Supervising and assisting Veterinary Technicians in their performance of technical tasks and client education duties within their respective department.
- Scheduling of veterinary technicians and the coordination of staff coverage in cooperation with the Hospital Supervisor.
- Maintaining the accuracy of all controlled substance drug logs and data entry.
- Oversee completion of our daily checklists and weekly maintenance logs (cleaning, kennel roster, treatment sheets) prior to the end of each work day within your department.
- Make recommendations to Hospital Supervisor and Administrator concerning personnel matters, staffing needs, promotions, re-assignments, hours of work or other status changes regarding the veterinary technicians and staff within your department.
- Provide direct on-the-job training to new veterinary technicians and departmental personnel
- Discuss disciplinary actions when appropriate with the Hospital Supervisor and Administrator and assist with all corrective actions required.
- Perform all required duties of a licensed veterinary technician as it relates to your department goals.

**Qualifications**

- Current NYS license.
- Minimum of five years of clinical experience and three years of supervisory experience.
- Knowledge concerning related federal and state animal health laws and regulations regarding OSHA, record maintenance, and controlled drugs.

**Special Position Requirements/Physical Requirements:**

- Improved knowledge
- Experience with Microsoft Outlook, Excel and Word programs

Employee Acknowledgement

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_