

**Duke University, Division of Laboratory Animal Resources
Veterinary Technician**

****Interested applicants should email their resume and cover letter to llene.farkas@duke.edu**

Occupational Summary

The position supports the research community and DLAR with the provision of routine health care and advanced technical, scientific and training services for a variety of laboratory animal species used in biomedical research at Duke.

Special conditions of employment

Working schedule

- Must be able to work a flexible working schedule based on workload and deadlines;
- Must be able to work assigned standard schedules, including (but not limited to) Mon-Fri, Wed-Sun and Tue-Sat shifts;
- Must be able to work on rotating on call duties after hours and on weekends;

Occupational Health and Safety

As a safeguard for the employee and the animals, Veterinary Technicians may be subject to vaccines, tests, physical examinations prior to working with specific animals or animal populations as required by research needs, including, but not limited to:

- TB testing and clearance;
- Hepatitis B (proof of immunization and/or vaccination);
- Rabies (proof of immunization and/or vaccination);
- Tetanus (current vaccination less than 10 years);
- Measles (proof of immunization and/or vaccination);
- Periodic physical examinations including respiratory fit tests);
- Other vaccines or testing as required by EOHW standards.

Hazard exposure

The animal facility has a variety of environmental conditions. Specifically, employees may be exposed to potentially hazardous noise, dust, chemicals, extreme heat, and animal waste products. The duration of exposure of any of the above is dependent on assigned duties. Some aspects of this position may expose the incumbent to potentially zoonotic and other biohazardous agents. Appropriate protective clothing and equipment may be required and will be provided when required, accompanied by appropriate training.

Work Performed

Surgical and Clinical duties

Assists in and performs a variety of complex technical activities involved in the care and use of research animals:

- Monitors health status surveillance for all species; serve as liaison to the Veterinarian in providing health care to the animals; administers daily treatments and medications for animals as instructed or required; assists in or provides routine and emergency medical treatment;
- Performs routine health surveillance, diagnostic testing, sample collection and processing in rodent sentinels and rodents held in quarantine;
- Anesthetize animals as required and serve as circulating nurse during procedures requiring anesthetized animals; assists in animal surgery as requested; administers routine, post-operative and daily treatments to animals as instructed, prescribed, and/or required;
- Assists in diagnostic procedures including, but not limited to, imaging (X-Ray, ultrasound, CT scans, MRIs and others), endoscopies, biopsies, electrocardiogram, TB testing, and others;

- Assists in the veterinary diagnostic laboratory, performing routine hematologic, clinical chemistry and parasitological tests as needed and in collecting and submitting biological specimens to laboratories for analysis;
- Assists with semi-annual physicals and TB tests on NHP;
- Assists in and maintains semi-annual, annual, and monthly schedules of vaccines, weights/nail trims, new arrivals exams, and other similar recurring events for multiple species in accordance with the DLAR health calendar;
- Assists with implementing activities to meet the behavioral and enrichment needs of various species including, but not limited to, behavioral assessments, socialization, operant training, NHP cage safety, and others as assigned;
- Monitors and evaluates potential problems relating to the welfare of animals; notifies supervisor and Veterinary Team of perceived problems and/or take action to correct changes in environmental conditions which effect the well-being of the animals;
- Determines animal food needs and formulates and administers special diets to ensure adequate vitamins and trace mineral elements as needed or directed;
- Assists in and performs necropsies, tissue collection, trimming and processing;
- Assists and performs humane euthanasia as needed or directed, in accordance with all applicable Duke and DLAR procedures and AVMA Guidelines;
- Determines, sets up and maintains instruments, material and apparatus and operates complex clinical, surgical and laboratory equipment required for veterinary interventions;
- Regularly attends and presents in various veterinary rounds and departmental meetings as directed;
- Perform on-call requirements as assigned which includes weeknights, weekends, and holiday rotations. Position is "Essential" as defined by Duke University Severe Weather Policy;
- Performs other duties related the care of animals as assigned by a Supervisor and/or the Veterinary Team.
- Assists in maintaining the DLAR pharmacy including stocking, ordering, and invoicing

Scientific technical services

- Coordinate and performs advanced technical animal procedures for researcher including (but not limited to) injections, blood collections, gavages, restraining, antibody production, surgical, anesthetic and post-op supportive and care; interacts with researcher in scheduling and performing duties; maintains records and writes reports in accordance with general laboratory procedures, recharges;
- Schedules and attends pre-study meetings that involve DLAR support services. Provides feedback with protocol amendments/changes, etc;
- Aids in managing and maintaining the organization, scheduling, development, documentation, etc. for a given project. Regularly assesses the progression of the project. Consistently meets service expectations in terms of timeliness and customer appreciation;
- Ensures that all supplies used and services are accounted for and charged back to the investigator and invoices are completed accurately and submitted in a timely manner;
- Ensures DLAR stays in compliance with Institutional Policies related to all animal activities. This includes IACUC, OLAW, USDA, and AAALAC Intl. policies;
- Performs other duties related to Scientific Technical Services as assigned by a Supervisor or the Veterinary Team.

Maintenance

- Maintains cabinets stocked with appropriate veterinary supplies
- Maintains veterinary equipment and medical instruments;
- Maintains organization and cleanliness of treatment rooms, procedure rooms, diagnostic laboratory and necropsy rooms;
- Performs other duties related to room maintenance as assigned by a Supervisor or the Veterinary Team.

Record keeping

- Maintains appropriate documentations for all duties in accordance with all applicable departmental, institutional, local, state and federal SOPs, guidelines, policies and regulation and based on contemporary professional standards;
- Maintains accurate clinical, surgical, anesthetic and other records and logs in the animal medical files.

Training

- Provides training in laboratory animal sciences and technical procedures to scientific and DLAR staff;
- Participates in the production of SOP, training materials, instructor guides, training aids, evaluation and assessment tools;
- Provide guidance and mentorship to various externs/interns hosted by the department.
- Assesses proficiency of trainees and performs follow-up training to meet individual and program needs;
- Interacts with Education and Training Coordinator and vet staff involving any changes to SOPs as it relates to any technical, surgical, and/or enrichment responsibilities;
- Performs other duties related to training as assigned by a Supervisor or the Veterinary Team.

Administrative duties

- Communicates diligently with investigators, the Veterinary Team and other scientific and DLAR staff on the health status or animal colonies;
- Assist with DLAR inventory and record of drug usage;
- Files and maintains medical, procedural, diagnostic and lab reports;
- Assists with documentation for maintaining regulatory compliance;
- Performs other administrative duties as assigned by a Supervisor or the Veterinary Team.

Professional Conduct and Behavior

- Demonstrates professional conduct and behavior at all times when performing job duties and rendering services to the scientific community, especially as they relate to customer service, attendance and punctuality, respectful demeanor and interactions, professional language and communications, appropriate effort and initiative, accountability and integrity, boundary maintenance and confidentiality, emotional self-regulation and responsiveness to feedback;
- Maintains professional standards and adheres to all federal, state and university regulations and policies regarding the use of animals in research while when performing job duties;
- Fosters teamwork and collegiality between the various groups of DLAR and scientific community.

Others

- Performs other related duties incidental to the work described herein as assigned by the supervisor and or Veterinary Team based on operational needs.

Skills

Clinical observations & evaluations of animal health status; assist in surgery; anesthetize and intubate dogs/cats; administer daily treatments and medications; basic animal restraint techniques (excluding primates); basic diagnostic lab techniques; basic radiograph techniques; participate in enrichment plan; anesthetize and intubate swine; basic NHP's restraint techniques; large animal technical skills; rodent, guinea pig, rabbit, etc. health evaluation and treatments; ability to follow and enhance enrichment plan for NHP and other species.

DLAR Refining Skills

Large animal handling skills; rodent, guinea pig, rabbit, etc. handling; phlebotomy; placing catheters; prepare surgical packs; intensive care and emergency care; antibody production process; able to train PI staff in lab animal technical skills; interact more professionally and knowledgeable w/ high risk, high visibility groups.