



# ASSOCIATE VETERINARIAN

## JOB DESCRIPTION



### OVERVIEW

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|---|---|
| Department: Veterinarian / Admin          | Job Status: Full Time (40+ hrs/wk)        |
| Education: DVM                            | Experience: Two to four years preferred   |
| Positions Supervised: None                | Reports To: Chief of Staff                |
| Work Schedule: To be determined as needed | FLSA Status: Exempt Annual Salary: \$ TBD |

### POSITION SUMMARY

The associate veterinarian is charged with the primary responsibility for the medical and surgical care of patients. As such, they are central to client relations and overseeing staff management. Associate Veterinarians at Wise Owl Animal Hospital manage clients and patients from their entry to the practice through evaluation, diagnosis, treatment, surgery, and discharge, while bonding clients to the practice. They are also responsible for verifying and maintaining the healthy condition of boarding animals. This includes recording all medical and communication data into the client and patient EMS file.

Associate Veterinarians direct other staff members in patient and client care and coordinating invoicing, kenneling, and the dispensing of medication. They must meet the standard of care, practicing error-free medicine and surgery on all species seen at Wise Owl Animal Hospital. They are also asked to handle patient and practice emergencies in a timely and responsible manner and may need to work hours beyond those scheduled. Veterinarians must keep accurate, complete, and timely records.

### JOB DUTIES & RESPONSIBILITIES

#### **General Knowledge:**

- Demonstrate extensive knowledge of pets, pet care, and veterinary medicine.
- Know the range of services the practice provides **and the costs associated with each.**
- Understand the life cycle and pathology of common parasites (intestinal parasites, heartworms, fleas, ticks, etc.), and know the names of most common preventatives, recommended treatments, and diagnostics.
- Knowledge of import and export requirements for pets being imported/exported to/from Guam.
- Be familiar with zoonotic (contagious) diseases, including their prevention and steps to reduce or eliminate transmission.

*This job description only part of the requirements for this position. Please see All Wise Owl Employees Job Description in addition to what is listed on this document for the completed expectations for this position.*



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### JOB DUTIES & RESPONSIBILITIES

#### ***Essential Tasks***

- Supervise and direct technical staff to ensure efficient, high-quality patient care
- Greet clients and patients; respond to questions and provide compassionate support, including for distressed clients
- Educate clients on treatment plans, preventative care, and at-home instructions; maintain accurate medical records
- Admit and discharge patients; review consent forms and confirm client signatures
- Ensure safety, health, and welfare of all patients and boarders at all times
- Perform euthanasia and provide end-of-life care with empathy and professionalism
- Create and present treatment estimates; address client concerns regarding care and costs
- Provide on-call support as scheduled
- Examine, diagnose, and develop comprehensive treatment plans for all patients
- Administer treatments including fluid therapy, medications, wound care, enemas, bandaging, splinting, and parasite control
- Perform surgical procedures, including spays, neuters, and other soft-tissue surgeries
- Administer and monitor anesthesia; place endotracheal tubes and oversee anesthetized patients
- Conduct diagnostic testing, including:
  - Collecting and interpreting bloodwork
  - Radiographs
  - Other sample analyses
  - Maintain records properly, including recording all communications
- Record results of dental evaluations and procedures
- Perform dental scaling and polishing procedures
- Extract teeth and perform orthodontic procedures
- Handle pricing questions in a manner that encourages clients to accept recommendations
- Ensure proper medication and treatment is administered by staff as directed
- Share input with the hospital administrator and staff in developing and implementing goals, policies, and procedures
- Meet regularly with the owner and hospital administrator
- Attend and assist with sponsored community events
- Handle sharp instruments, metal tables, and animals safely
- Follow, promote, and assist in the development of compliance protocols in accordance with AAHA standards

### MEDICAL SKILLS

- Skilled in soft tissue surgery, spay/neuter, and dentistry
- Balances medical care with clients' financial needs
- Proficient with advanced equipment: laser therapy, digital radiography, critical care monitors, surgical suites, isolation ward
- Strong work ethic; collaborates well in multi-doctor and large team settings
- Works independently with sound clinical judgment; supervises technical staff effectively
- Communicates the value of preventative medicine clearly
- Compassionate, ethical, and grounded in professional integrity
- Excellent communicator; experienced with diverse and ESL clientele



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### SKILLS & ABILITIES

#### **Certificates & Licenses**

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- Doctor of Veterinary Medicine (DVM) degree from an accredited college or university
- Current or eligible licenses to practice veterinary medicine in Guam, including:
  - Guam Veterinary License
  - DEA License
  - Controlled Substance Registration (CSR)
  - USDA Category II Accreditation
- Must maintain all required continuing education (CE) annually

#### **Other Requirements**

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- Customer service experience
- Availability to work evenings, weekends, and holiday shifts
- Commitment to the mission, values, goals, and success of Wise Owl Animal Hospital.

### PHYSICAL DEMANDS

#### **Physical Abilities**

- Sit: O – Occasionally
- Stand: C – Constantly
- Walk: C – Constantly
- Reach Above Shoulder: O – Occasionally
- Reach Outward: F – Frequently
- Write/Type: F – Frequently
- Handling/Restraining: F – Frequently
- Squat or Kneel: F – Frequently
- Bend: F – Frequently
- Crawl: R – Rarely
- Climb: NA – Not Applicable

#### **Push/Pull**

- 12 lbs. or less: F – Frequently
- 13 – 25 lbs.: F – Frequently
- 26 – 40 lbs.: O – Occasionally
- 41 – 100 lbs.: O – Occasionally

#### **Lift/Carry**

- 10 lbs. or less: F – Frequently
- 11 – 20 lbs.: F – Frequently
- 21 – 50 lbs.: O – Occasionally
- 51 – 100 lbs.: O – Occasionally

#### **Physical Abilities**

*Can perform with or without reasonable accommodation(s)*

- N – Not Applicable: Activity is not applicable to this occupation.
- R – Rarely: Occupation requires this activity but not on a regular daily basis.
- O – Occasionally: Up to 33% of the time (0 – 2.5+ hrs/day)
- F – Frequently: 33% – 66% of the time (2.5 – 5.5+ hrs/day)
- C – Constantly: More than 66% of the time (5.5+ hrs/day)