



**Job Title:** Veterinary Technician  
**Department:** Veterinary Services  
**Reports to:** Clinical Veterinarian / Attending Veterinarian  
**FLSA Status:**  
**Pay Grade:**

**JOB SUMMARY:**

Under the direction of veterinary staff, maintain and monitor the health and physical environment of Charles River or external customer animals involving complex instructions and requiring technical expertise. Assist veterinary staff in the documentation and triage of all laboratory animal health cases.

**DUTIES AND RESPONSIBILITIES:**

- Assist veterinary staff in the documentation and triage of all animal health cases noted by technical staff and/or Attending Veterinarian.
- Conduct regular clinical rounds and routine health monitoring and examinations in support of studies and in accordance with the requirements of the research program, and assure the implementation of preventive measures such as vaccinations, anthelmintic treatments, etc.
- Investigate site staff reports of animal health issues and/or conditions suggesting problems with animal well-being. As appropriate, recommend, administer, and record (following coordination with study directors) routine treatment of animals. Generate summary reports as necessary.
- Perform and document appropriate clinical observations. Ensure corrective actions for health or welfare issues are developed and implemented in accordance with the research programs.
- Notify veterinary staff, study directors, and other appropriate personnel of conditions that are indicative of pain and distress or other abnormal findings that could lead to such conditions or compromise studies.
- Perform routine veterinary technical and husbandry skills including the following:
  - Administration of various therapeutic measures by IV, IM, SQ, topical, oral routes, etc.,
  - Bandage/wrapping techniques,
  - Venipuncture techniques,
  - Vaginal swabs,
  - Proficient animal restraint techniques,
  - Monitor critical care animals (i.e., place IVs, monitor fluids, etc.).
- Perform animal follow-up observations or new findings as required.
- Monitor animal health, visually, and by following detailed schedules.
- Generate animal treatment records and perform, track and schedule follow-ups.
- Maintain appropriate medical records for each animal in accordance with study and regulatory requirements. Assist in maintaining accurate record keeping procedures for the veterinary department.
- Maintain and follow complex procedures to ensure appropriate animal health and treatment.
- Provide input into the creation/revision of SOPs and assist in implementation and training of new SOPs.
- Assist in providing leadership, animal health training, and guidance to less experienced technical staff and other laboratory personnel.
- Assist in keeping inventory and stocking the vet rooms (i.e., drugs and supplies). Assist in organizing and maintaining the vet exam rooms.
- May be responsible for tissue sampling, routine animal manipulations and administration of fluids or other treatments as required.
- May perform routine technical and husbandry functions (general housekeeping) on studies and must adhere to safety procedures.

- Assist in surgery and peri-surgery care, e.g. provide and monitor anesthesia, prepare surgical packs, administer supportive therapy
- Perform all other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Experience in clinical research, veterinary assistance, clinical treatments or the equivalent
- Good reading, writing, and verbal skills
- Good math skills
- Basic computer skills and use of Microsoft Office programs
- Ability to work unsupervised as well as in a team environment
- Demonstrate understanding of Standard Operating Procedures

**EDUCATION AND/OR EXPERIENCE:**

The employee must have a high school diploma or general education degree. A college degree is preferred. Graduate of a collegiate veterinary technology program accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education and Training Activities or equivalent program in veterinary technology is highly preferred.

**CERTIFICATIONS, LICENSES, REGISTRATIONS:**

AALAS certification or ability to obtain AALAS certification one year within hire.  
South Carolina Drivers License or equivalent.

**LANGUAGE SKILLS:**

Ability to read and interpret documents, including treatment protocols, standard operating procedures, and other instructions. Ability to communicate verbally and in writing to all levels of employees, including division managers.

**REASONING ABILITY:**

Must be able to make decisions relative to animal clinical care and must know when to contact the Staff Veterinarian. Must have sufficient skills and abilities to know when there are problems within primate groups and be able to work with appropriate personnel to stabilize groups. The individual must be able to deal with a wide diversity of problems, to propose resolutions, and to implement approved resolutions.

**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, with or without reasonable accommodations. While performing the duties of this job, the employee is regularly required to stand, walk, lift, and reach. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee may be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Additionally, the employee must be able to distinguish colors.

**JOB SPECIFIC DEMANDS:**

- Ability to lift and carry up to 25 pounds repeatedly.
- Ability to capture a monkey up to 30 pounds with a 7 pound net within a large area.
- Ability to perform basic addition, subtraction, multiplication and division calculations.
- Ability to perform all job functions in extreme weather conditions.
- Ability to multi-task.
- Ability to walk up and down stairs repeatedly, with or without carrying additional weight up to 20 pounds.
- Must work at least one weekend day and all holidays.

- Must have good vision or corrective eyewear.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodations. While performing the duties of this job, the employee is regularly exposed to wet and/or inclement weather, including cold, heat with high humidity, and precipitation. The noise level is usually moderate.