



Wilkinson Veterinary Clinic | Associate Veterinarian Job  
Description  
15349 S Hwy 281, Premont, TX 78375 | (361) 348-2716

## Position Summary

The associate veterinarian works under the guidance and supervision of the medical director and management team. The associate veterinarian strives to improve the quality of patient care and the practice's health. The associate veterinarian collaborates with the owner veterinarian on medical and surgical decisions and protocols. This leadership position sets the example for all staff to follow in patient care and client service and assists in management of veterinary assistants and technicians.

Reports to: Medical Director, Practice Manager, or Practice owner(s)

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## Educational Requirements and Skills Needed

### Educational Requirements:

- DVM or equivalent from an AVMA accredited institution
- State license to practice veterinary medicine
- Qualifies to have a DEA license

### Skills Needed:

- Ability and willingness to assist coworkers, other doctors and receptionists and lead the practice team
- Perform surgical and medical duties
- Help maintain practice growth.
- Ability to assist other veterinarians in the practice of veterinary medicine and surgery
- Communicate clearly and accurately through written and verbal interactions
- Deal with clients in a manner that shows sensitivity, tact and professionalism
- Competent at using modern technology including computers, smart phones, tablets, and ability to learn programs and technology used in veterinary medicine.

### Physical Obligations:

- Able to lift patients and carry equipment up to 25 pounds alone; ability to lift patients or carry equipment over 25 pounds with assistance
  - Endure sitting, standing and walking on hard floor surfaces for extended periods
  - Type information for patient records and prescription labels into the computer
  - Able to work in noisy work conditions with sounds from animals and equipment
  - Take safety precautions for exposure to toxins, drugs, anesthesia and radiation
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## Job Responsibilities

### Medical and Surgical Duties, 90%:

- Perform physical exams
- Arrive promptly for exams
- Document medical records accurately and maintain patient medical records and reminders
- Conduct diagnostic testing and interpret results
- Perform surgery and complete surgeries in a reasonable amount of time
- Manage anesthesia and radiography
- Prescribe medication
- Consider and address patients' pain and comfort for all surgical and medical procedures

- Handle emergencies
- Euthanize animals when necessary
- Update treatment records on a timely basis
- Update anesthesia/surgery log and controlled substance log in a timely manner
- Collaborate with other doctors and staff on medical cases and client communication
- Teach staff members about medical and surgical procedures and philosophy
- Communicate with clients verbally and in writing
- Follow discharge guidelines for hospitalized and post-surgery patients and provide treatment plan guidelines for clients to ensure proper patient treatment in the home environment
- Advise clients about infectious diseases, feeding, behavior and preventive care to promote the health of patients
- Explain instructions and diagnoses to clients in easy-to-understand terms
- Give accurate estimates/treatment plans and obtain permission and signatures from clients before starting treatment or surgery
- Offer the best care for patients without judging clients' willingness to pay, and let them decide which services and products to buy
- Oversee medical care of boarding pets
- Dress appropriately for surgery and use sterile techniques
- Wear a clean clothes and nametag
- Look professional, clean and neatly groomed

#### **Administrative Responsibilities, 8%:**

##### **Financial**

- Review doctor production reports monthly with the owner veterinarian and/or practice manager
- Accountable for doctor production as outlined in veterinary employment contract
- Set an example for other doctors and staff by accurately entering charges and giving estimates/treatment plans
- Participate in business development as instructed by management and/or ownership

##### **Client Education & Marketing**

- Plan how to increase the average per client transaction, number of client visits per year, and growth of new clients and client retention rate
- Set an example as an effective client communicator by using exam report cards, hospital discharge instructions, videos, handouts, models and estimates/treatment plans
- Perform timely medical callbacks that support the hospital's protocols

##### **Continuing Education**

- Attend appropriate medical and management seminars
- Submit continuing-education hours to comply with state licensure requirements
- Share new skills and knowledge with staff following continuing-education programs
- Read clinical and management journals
- Help maintain a client library of handouts and books on pet selection, training, behavior and grieving
- Provide guidance and leadership to the healthcare team that will positively influence the level of care and service provided to clients and patients

##### **Inventory**

- Record inventory use
- Log controlled drugs
- Know how to use the inventory module in our veterinary practice-management software
- Assist with ordering drugs and medical, office, and cleaning supplies

##### **Safety**

- Follow OSHA requirements

- Follow practice's health and safety protocols
- Maintain Material Safety Data Sheets (MSDS)

### **Administrative**

- Be proficient in using our veterinary practice-management software
- Always be aware of the schedule, what other veterinarians, your colleagues, and the clients are doing
- Ensure lab results are in the correct patient file and invoice on the practice-management software.
- Attend staff and department meetings
- Know how properly to check out clients, accept payment, and discharge patients
- Understand front-desk procedures in order to assist receptionists such as phone system, veterinary practice-management software and appointment scheduling guidelines

### **Professional Growth Duties, 2%:**

- Belong to professional societies
- Attend continuing education for veterinarians (conferences, online courses, videos, in-clinic seminars, etc.)
- Network with veterinarians from other practices
- Read veterinary and technician journals

It is impossible to list every possible task that one encounters in a veterinary clinic. Veterinary medicine is a challenging and fulfilling field that provides a very wide variety of experiences. With such variety, one inevitably encounters unplanned and unscheduled events. You must allow for a degree of flexibility as your individual position evolves and will be expected to perform all duties reasonably assigned by management. Communication is the key to success.