

SAMPLE – Job Description - SAMPLE

In this section, list the basic information and procedures you plan to cover with your preceptee. ALL areas listed are required by our program. Approvals are contingent in part on this information.

ADMINISTRATIVE EXPERIENCES	
MANAGEMENT	Relate own experience in meeting sales representative, reviewing drug costs, monitoring inventory, logging in drug and supply shipments, and review expenses.
FINANCIAL ACTIVITIES	Explain P&L statements and finances in hospital/clinic operation; explain importance of bank relations, credit and overhead; exposure to cost/expense factors in determining fees and price structure.
PERSONNEL SUPERVISION	Explain importance of patience, understanding and firmness; scheduling of staff; attendance of staff meetings; provide training to staff but in no supervisory capacity.
CLIENT RELATIONS	Greet clients; assisting in record filing; exposure to clients and working with them in examining rooms; assist in history taking; importance of good communication skills.

MEDICINE/SURGERY	
Indicate activities preceptee will be involved in and describe briefly any special circumstances, equipment or restrictions which will apply. The preceptee <u>must</u> be allowed hands on experience in these areas, (if available). Use separate sheet if necessary.	
PRE-OP PATIENT PREPARATION	Responsible for pre-op procedure checklist; determine dosage for pre-anesthetic, administering, and monitoring animal.
ANESTHESIA	Monitor anesthetic and vital signs.
SURGERIES	Assist with surgeries with exposure to all surgical procedures; wound prep and suture selected wounds under supervision; perform selected surgeries depending on individuals ability.
POST-OP PATIENT CARE	Responsible for in-patient care; watch for signs of pain and administer analgesics; watch for normal recovery; good records a must.
CLINICAL LABORATORY & DIAGNOSTIC PROCEDURES	Allowed to perform in-house test under supervision, QBC, chem panels, UA, cytology of skin and ears, needle aspirates, impression smears of masses, etc.; consult on interpretation; encourage diagnostic opinions of preceptee.
PREVENTATIVE MEDICINE PROCEDURES	Administer vaccines, collect blood and fecal, perform HW exams under supervision; give presentation to staff at local humane society on infectious disease.
GROSS NECROPSY	Assist or perform under supervision.
RADIATION SAFETY (USE OF GLOVES, APRON, BADGE, ETC.)	Be required to use routine safety equipment.
OTHER (Describe any special activities not listed above)	Animal restraint, care and use of equipment, telephone skills, public relations, etc.