
Auburn University Job Description

Job Title: **Dir, Perioperative Services**

Job Family: No Family

Job Code: **IA24**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

Job Summary

Directs the work, duty schedule and training of staff members in the Perioperative section for both large and small animals at the Veterinary Teaching Hospital (VTH).

Essential Functions

1. Directs and oversees the work of staff members in the anesthesia service, surgical service, and sterile processing for both large and small animal at the VTH; ensures the technicians are cross-trained and provide adequate coverage.
2. Manages inventory for both large and small animal to ensure appropriate supplies are on-hand and are ordered in a cost effective and fiscally responsible manner.
3. Directs functions and operations of surgery from pre-operative care through post-operative care to ensure efficiency and patient safety; triage and coordinate the day-to-day flux of patients to ensure that needs are met.
4. Manages all aspects of staffing for technicians to provide surgical and anesthesia coverage on an "on call" basis 24/7 to include management of schedules, time sheets, and the hiring and firing of employees.
5. Oversees finances, payroll, human resources and overall management of surgery and anesthesia areas; keeps supervisor up-to-date on potential issues.
6. Creates and manages a cohesive billing and charge structure that encompasses surgery, anesthesia and sterile processing, as well as inventory management.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	Certificate or Degree in the field of Science, Animal Health, Healthcare, or related field
Experience (yrs.)	7	Experience working as a clinician/technician in a clinical environment, either veterinary or human medicine. 2 years' experience supervising full time employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of medical or veterinary practice procedures. Knowledge of procedures and techniques associated with animal care.

Certification or Licensure Requirements

None Required. Licensed Veterinary Technician preferred.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires walking, reaching, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/5/2016
