



## JOB INFORMATION

|                                                          |                                    |
|----------------------------------------------------------|------------------------------------|
| Job Code                                                 | IA24                               |
| Job Description Title                                    | Mgr, Perioperative Services        |
| Pay Grade                                                | VT10                               |
| Range Minimum                                            | \$58,460                           |
| 33rd %                                                   | \$72,100                           |
| Range Midpoint                                           | \$78,920                           |
| 67th %                                                   | \$85,740                           |
| Range Maximum                                            | \$99,380                           |
| Exemption Status                                         | Exempt                             |
| Organizational use restricted to the following divisions | 139 College of Veterinary Medicine |
| Approved Date:                                           | 1/30/2025 10:36:47 AM              |

## JOB FAMILY AND FUNCTION

|               |                          |
|---------------|--------------------------|
| Job Family:   | Veterinary & Animal Care |
| Job Function: | Vet Operations           |

## JOB SUMMARY

Oversees the perioperative services for both the Small Animal and Large Animal Veterinary Teaching Hospitals (VTH). This role includes managing anesthesia, surgical services (OR), and central sterile departments. The manager leads a team of technical staff, fostering a positive and collaborative work environment. Key responsibilities include coordinating daily operations, optimizing schedules, and ensuring the efficient use of resources. Additionally, the manager is responsible for recruiting, training, and supervising the perioperative team to uphold professional standards and deliver exceptional patient care.

## RESPONSIBILITIES

- Oversees the work of staff members in the anesthesia, surgical, and sterile processing services for both large and small animals at the VTH. Ensures that technicians are cross-trained and that there is adequate coverage across all services.
- Manages inventory for both large and small animal services, ensuring that necessary supplies are readily available. Orders supplies in a cost-effective and fiscally responsible manner to maintain optimal stock levels.
- Oversees the entire surgical process, from pre-operative care to post-operative care, ensuring efficiency and patient safety. Triage and coordinates the daily flow of patients to meet their needs effectively.
- Manages all aspects of staffing for technicians to ensure 24/7 surgical and anesthesia coverage on an "on call" basis. This includes overseeing schedules, time sheets, and the hiring and firing of employees.
- Oversees and coordinates financial and human resources activities and overall management of the surgery and anesthesia areas. Keeps the supervisor informed of any potential issues.
- Develops and oversees a comprehensive billing and charge structure that integrates surgery, anesthesia, sterile processing, and inventory management.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level    | Focus of Education                                             |     | Years of Experience | Focus of Experience                                                                                                                                                                                                                                                                  |    |
|--------------------|----------------------------------------------------------------|-----|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Associate's Degree | Science, Business, Animal Health, Healthcare, or related field | and | 5 years of          | experience working in veterinary medicine in an operating room with a working knowledge of anesthesia.<br><br>2 years of experience leading teams of employees striving for a common goal of efficient surgical operations.<br><br>2 years of veterinary hospital/clinic experience. | Or |
| Bachelor's Degree  | Science, Business, Animal Health, Healthcare, or related field |     | 3 years of          | experience working in veterinary medicine in an operating room with a working knowledge of anesthesia.<br><br>2 years of experience leading teams of employees striving for a common goal of efficient surgical operations.<br><br>2 years of veterinary hospital/clinic experience. |    |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|                                                                               |  |
|-------------------------------------------------------------------------------|--|
| Knowledge of medical or veterinary practice procedures.                       |  |
| Knowledge of procedures and techniques associated with animal care.           |  |
| Knowledge of effective people management, anesthesia and surgical operations. |  |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details                          | Time Frame | Required/Desired |    |
|-------------------------|---------------------------------------------------------|------------|------------------|----|
|                         | Certified Registered Central Service Technician (CRCST) | Upon Hire  | Desired          | Or |
|                         | Active Veterinary Technician License                    | Upon Hire  | Desired          |    |

## PHYSICAL DEMANDS & WORKING CONDITIONS

|                            |       |
|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-----------------|-------|--------|--------------|------------|------------|--------|
| Standing        |       |        |              | X          |            |        |
| Walking         |       |        |              | X          |            |        |
| Sitting         |       |        | X            |            |            |        |
| Lifting         |       |        |              | X          |            | 30 lbs |

PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        | X            |            |            |
| Extreme heat           |       |        | X            |            |            |
| Humidity               |       |        | X            |            |            |
| Wet                    |       |        | X            |            |            |
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

**Vision Requirements:**  
Ability to see information in print and/or electronically and distinguish colors.

**Additional Special Requirements:**  
Rabies Vaccine