



Animal Laboratory Health Technician

Job Description

JOB INFORMATION

<i>Job Code:</i>	185727
<i>Job Title:</i>	Animal Laboratory Health Technician
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Animal Resource
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Provides animal health care under licensed veterinary supervision. Maintains clinical records on animals under veterinary observation and treatment. Performs routine clinical procedures on a variety of laboratory animal species including handling, restraint, examinations, sample collection, and administration of medications. Performs diagnostic procedures including necropsy, sample preparation, and laboratory tests.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Related undergraduate study	in related field(s)
	X	Bachelor's degree	in related field(s)

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience with animal handling, animal treatment, veterinary diagnostics, animal anesthesia and surgical assistance in veterinary hospital or university environment.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Certification or eligibility as a California Registered Animal Health Technician.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Ensures that animals are provided care in accordance with state and federal regulations to promote physical and psychological well-being and minimize discomfort.				
Collects and processes diagnostic samples. Administers drugs and other treatments. Assists Veterinarians and Principal Investigators with handling animals during procedures.				
Prepares and sterilizes instruments and facilities for surgical use. Performs technical procedures in animal surgery, i.e. anesthetic, post operative care. Maintains accurate computerized records of procedures performed on animals. Analyzes case history records.				
Assists in inspecting incoming animals for shipping condition, food supply, disease symptoms; performs physical examinations. Maintains accurate records.				
Maintains pharmaceutical and surgical or laboratory supply inventories. Orders supplies and pharmaceuticals, rotates supplies, culls expired drugs. Keeps abreast of new developments in the pharmaceutical field through journals, circulars and seminars. Maintains accurate, updated logs of controlled substances.				
Provides care and treatment to research animals under veterinary supervision and assists principal investigators with treatments. Assists veterinarians with clinical cases as needed. Organizes surgery schedule. Provides anesthetic assistance and performs euthanasia under veterinary supervision. Responds to emergency situations for animals in surgery or in other campus locations. Maintains emergency kit.				
Uses and maintains surgical equipment such as anesthesia machines, ventilators, cautery apparatus, suction equipment, clippers, endoscopes and monitoring devices.				
Performs laboratory examinations including necropsy, clinical pathology, microbiology, parasitology, PCR, ELISA, etc. under veterinary supervision.				
Provides information to Business Office for billing charges to principal investigators.				
Assists in making presentations at training classes on animal use.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.