



JOB INFORMATION

Job Code:	185720
Job Title:	Animal Surgical Technician
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or casual workers.
Job Family:	Animal Resource
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Performs anesthesia and surgical support. Maintains clinical records and controlled substance logs. Provides support for other departments as directed.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	experience as a credentialed veterinary technician in surgery and/or anesthesia.
X		1 year	in large animal anesthesia, with some in porcine surgery/anesthesia experience.
	X	5 years	experience in veterinary surgery.

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

Req	Pref	Functional Skills
X		Advanced judgment, analytical, and decision-making skills, able to work independently with minimal supervision.
X		Excellent written and oral communication skills.
	X	Bachelor's degree from a veterinary program accredited by the American Veterinary Medical Association.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Experience in animal research labs.
	X	Ability to draft detail-oriented communications and reports.
	X	Experience with radiography techniques.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Licensed as a Registered Veterinary Technician

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs anesthesia on live porcine models under veterinary supervision. Anesthetizes, restrains, catheterizes, intubates, insufflates, and prepares animals for surgery. Induces, maintains, and monitors anesthesia of multiple veterinary patients during surgical labs. Performs humane euthanasia of animals and disposes of carcasses.				
Maintains anesthesia equipment. Refills vaporizers, facilitates vaporizer calibration, changes oxygen tanks, checks for leaks in lines, troubleshoots equipment issues, and replaces damaged equipment.				
Prepares operating rooms for surgery. Orders, organizes, and prepares supplies for surgical skills labs. Maintains lab cleanliness by autoclaving supplies and cleaning equipment and rooms. Prepares bio skills stations, organizing surgical instrumentation and supplies.				
Records vitals, logs controlled substances, and maintains patient records. Performs fluoroscopy and radiography on various laboratory animal species. Assists with preparing educational cadaver dissections and surgery simulation scenarios.				
Assists trainees with questions related to effects from anesthesia during labs. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
Yes	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.