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Job Descriptions and Training Schedules for the Veterinary Team

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Clear job descriptions and training schedules are a vital but often-overlooked tool for effective practice management. Well-defined job descriptions help new employees understand what is expected of them and what tasks they must master in order to advance their careers — enhancing the productivity and happiness of your entire staff. The ultimate winners, of course, are your clients and patients, who will benefit from improved efficiency and a more consistent level of care from a well-trained, competent staff.

Effective, time-tested tools for practice management

The Job Descriptions and Training Schedules provided in this manual are much more than simple lists of essential tasks. Instead, they are designed to be applied as management tools for employee recruitment, selection, training, evaluation, and compensation.

Job Descriptions and Training Schedules for the Veterinary Team does much of the work for you by providing comprehensive, flexible job descriptions and training schedules for a variety of key positions. All job descriptions and training schedules can (and should) be customized to meet the requirements of your own practice, which you can do by editing the files on the companion CD-ROM. The job descriptions adhere to the Americans with Disabilities Act (ADA).

Clearly defined job descriptions:

- Identify the essential functions and tasks associated with each position
- Set clear expectations for employees and employers
- Provide a basis for training and evaluation
- Set forth the practice's medical and management philosophies
- Communicate the standard operating procedures
- Help protect against legal action initiated by an employee who fails to meet your expectations or standards

Training schedules with measurable outcomes:

- Prioritize the order in which new tasks should be learned
- Provide a timeline for achieving mastery of new tasks
- Establish benchmarks for promotions and raises
- Prevent new-employee overload by providing an orderly sequence of tasks to be learned



Manual includes complete job descriptions for:

- Kennel assistants
- Kennel managers
- Office managers
- Practice managers/hospital administrators
- Receptionists
- Technicians
- Veterinary assistants

And training schedules for:

- Kennel assistants
- Receptionists
- Technicians
- Veterinary assistants

All content is included on the accompanying CD-ROM, so you can edit and customize job descriptions and training schedules to fit your own practice. Softcover, 7" x 11", perfect-bound, ISBN 1583260587, with CD-ROM, 2005, AAHA Press
System requirements: Word processing software

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