

Position Title: Veterinary Nurse
Position Number: A045
Section: Veterinary Clinic
Award: Animal Care and Veterinary Services Award 2010
Award Level/Salary Range: Level 4

Approval

Signature of CEO: *Signed copy on file*

Approval Date: June 2019

Date of Effect: June 2019

POSITION OBJECTIVES

- To be committed to improve, uphold and achieve animal welfare.
- To support the RSPCA ACT veterinarians and assist with the training requirements of animal care assistants and volunteers in the veterinary clinic.
- To provide care for animals in the veterinary clinic.

DUTIES AND RESPONSIBILITIES

- In addition to the duties of a Level 2 - 3 Veterinary Nurse/assistant in the veterinary clinic, the Level 4 Veterinary Nurse will:
- Coordinate the daily surgical schedule in the veterinary clinic.
- Conduct private clinic consultations for educating clients in relation to ongoing health issues, providing advice on nutrition and obesity clinics.
- Deliver high standards of customer service and advice.
- Ensure a high standard of cleanliness and order in all areas of the clinic.
- Assist veterinarians with surgical procedures
- Identify and recommend improvements throughout the clinic
- Perform minor procedures as per legislation
- Ensure appropriate levels of stock and supplies are maintained.
- Ensure equipment is serviced, maintained and in good working order.
- Provide training and guidance to enrolled veterinary nurses, trainee vet nurses, animal care assistants and volunteers in the veterinary clinic.
- Assist with other activities of RSPCA ACT such as fundraising and public relations.
- Any other duties as directed by the manager of the veterinary clinic, team lead or veterinarians.

ORGANISATIONAL RELATIONSHIP

- The occupant of the position reports directly to the manager of the veterinary clinic.

FINANCIAL DELEGATIONS AND AUTHORITIES

- Nil

QUALIFICATIONS & PERSONAL ATTRIBUTES

Qualifications & Experience

Essential

- Certificate IV in veterinary nursing.
- At least 2 years' experience in a veterinary clinic.
- Experience in the use of database applications, the internet and e-mail.
- Sound understanding or ability to acquire understanding of and commitment to EEO and WHS principles and practices.

Desirable

- Experience with not-for-profit organisations.

Knowledge, Skills & Abilities

- Good writing skills, attention to detail and a high level of accuracy.
- Demonstrated knowledge and understanding of the policies of the RSPCA.
- Ability to communicate effectively with staff and members of the general public in both oral and written form.
- Advanced knowledge of animal care and handling.
- Advanced computer and office skills.
- Ability to establish and maintain confidentiality in dealing with issues of a sensitive nature.
- Capacity to convey knowledge, skills and experience to less experienced veterinary and animal care staff.

Personal Attributes

- The duties of the position will require the occupant to be present and/or conduct euthanasia and will therefore need to be able to cope with these situations.
- A genuine interest in animal welfare.
- Highly developed organisation skills and the ability to work both independently and collaboratively with other people.
- High degree of motivation and demonstrated ability to work well as part of a team, but also to work independently, with minimum supervision when required.
- Good interpersonal skills, including the ability to interact with a diversity of individuals from both within and outside RSPCA ACT.
- Honest and reliable and willing to take direction.
- Foster and contribute to a positive culture within the team and organisation.

CONDITIONS OF EMPLOYMENT

- Detailed conditions of employment are set out in the occupant's letter of engagement, the award and any other document referred to in relevant industrial relations laws.
- Adherence and compliance with the RSPCA ACT Code of Professional Conduct.
- Adherence and compliance with all RSPCA ACT policies and procedures as amended from time to time.

- Approval for overtime must be given by the manager of the vet clinic prior to being worked.
- Travel within Australia may be required from time to time.

WORKING ENVIRONMENT AND RSPCA EXPECTATIONS

- There is a slight possibility of exposure to
 - infectious organisms
 - animal waste
 - allergens
 - chemical materials requiring OHS Material Safety Data Sheets
 - hostile persons
 - vicious animals.
- You may need to work weekends and public holidays on occasion.
- You will be expected to maintain a neat and well groomed personal appearance.
- You will be required to attend staff training sessions and staff meetings.
- You must demonstrate a commitment to maintaining a safe and healthy site environment for staff, clients and visitors.
- You will be expected to implement and promote the policies and positions of RSPCA.
- You need to demonstrate cooperative work practices and make a contribution to a positive culture.

SELECTION CRITERIA

1. Describe your experience working in a veterinary clinic.
2. Demonstrate your ability to work effectively in a team environment.
3. Demonstrate and give an example of your knowledge in low-stress handling techniques.
4. Describe any initiatives you have implemented to make processes more efficient.
5. Demonstrate your experience in client education and identifying customer needs.

DOCUMENT CONTROL

Version Number: 3.0
Future Review Date: as required

History

Date	Title	Notes
11 August 2014	Senior Vet Nurse	New Position
June 2019	Vet Nurse	Duties updated to reflect the Cert IV Vet Nurse role. Selection criteria added.