

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:	<i>Signed copy on file</i>
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 animal care assistants 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 development of 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 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.

Desirable

- Experience with not-for-profit organisations.
- Sound understanding or ability to acquire understanding of and commitment to EEO and WHS principles and practices.

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, skill and experience to less experienced veterinary 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.

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 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.