

Position Title: Veterinary Nurse
Position Number: A013, A014
Section: Veterinary Clinic
Award: Animal Care and Veterinary Services Award 2010
Award Level/Salary Range: Level 2 - 3

Approval

Signature of CEO:	<i>Signed copy on file</i>
Approval Date:	14 July 2014
Date of Effect:	14 July 2014

POSITION OBJECTIVES

- To support the RSPCA ACT veterinarians.
- To provide care for animals in the veterinary clinic.

DUTIES AND RESPONSIBILITIES

- Assist veterinarians during examinations, consultations and treatments.
- Care for hospitalised animals, including fluid/wound management, feeding and cleaning.
- Medicate animals under veterinary direction.
- Provide veterinary nursing services to RSPCA ACT shelter animals
- Calculate, prepare and administer medications, including anaesthetics, under veterinary instruction.
- Provide surgical support including but not limited to
 - placing intravenous catheters
 - inducing anaesthetic
 - intubating surgery patients
 - clipping/prepping animals for surgery
 - monitoring anaesthetic
 - intravenous fluids
 - recover surgery patient, including extubation
 - occasionally scrub in to assist the surgeon.
- Where permitted, undertake dental scale and polish.
- Perform diagnostic laboratory tests, e.g., urine, faecal and blood tests. This includes gathering the samples.
- Assist in procedures involving radiographs and ultrasound. RSPCA provides personal radiation monitors and protective equipment for use when there is a possibility of exposure to radiation.
- Maintain hygiene by cleaning and disinfecting animal cages, floors, bench tops, consulting rooms, waiting rooms and surgeries.
- Sterilise instruments, dressings and other equipment.
- Maintain stock control of medicines, bandages, cotton wool, syringes and other equipment.
- Maintain equipment to be in good working order.

- Perform reception duties including
 - answering the telephone
 - making appointments
 - preparing accounts
 - accepting payments and writing receipts.
- Provide basic animal care information on nutrition, parasite control and behaviour.
- Educate owners about responsible pet ownership and maintaining the health and wellbeing of their pets.
- Record and maintain clinical and office records of animals attending the surgery, usually on a computer.
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- Provide assistance to employees and volunteers at introductory and trainee level.
- Assist with other activities of RSPCA ACT such as fundraising and public relations.
- Any other duties as directed by Director of Animal Welfare (“the DAW”) or Senior Veterinarian or N001 Chief Executive Officer (“the CEO”).

ORGANISATIONAL RELATIONSHIP

- The occupant of the position reports directly to the practice manager.

FINANCIAL DELEGATIONS AND AUTHORITIES

- Nil

QUALIFICATIONS & PERSONAL ATTRIBUTES

Qualifications & Experience

Essential

- To have completed or be enrolled in Certificate IV in veterinary nursing.
- At least twelve months experience in a similar position.
- 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.
- Basic 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.
- Approval for overtime must be given by N001 Chief Executive Officer or N002 Executive Manager Corporate Services prior to being worked.
- Travel within Australia may be required from time to time.

WORKING ENVIRONMENT AND RSPCA EXPECTATIONS

- There is a possibility of exposure to
 - infectious organisms
 - animal waste
 - allergens
 - chemical materials requiring Work Health Safety Data Sheets
 - hostile persons
 - vicious animals.
- You need to be willing to work weekends and public holidays.
- You will be expected to maintain a neat and well groomed personal appearance.
- From time to time you may 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.
- You will need to be physically able to clean and lift up to 20 kgs.

SELECTION CRITERIA

1. Outline your previous employment experience, including previous work in a veterinary nursing environment.
2. Outline your experience in a customer service environment.
3. Provide examples of your experience in animal care and handling.

4. Please write a statement explaining why you are the right fit for this position. To assist in preparing your statement, some things we would like to know about you are: why you want to work for us as a veterinary nurse, your teamwork and people skills, how you have shown initiative, and how you communicate effectively with others.

DOCUMENT CONTROL

Version Number: 4.0

Future Review Date: July 2015

History

Date	Title	Notes
1 January 2011	Veterinary Nurse	Certificate III in Veterinary Nursing required.
8 June 2013	Veterinary Nurse	Updated to require a Certificate IV in veterinary nursing.
29 August 2013	Veterinary Nurse	Update to duties.
14 July 2014	Veterinary Nurse	Update to duties to extend to a Level 2-3 vet nurse role.