

**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 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.