



**ANIMAL WELFARE LEAGUE OF
SOUTH AUSTRALIA INC**

JOB & PERSON SPECIFICATION

Veterinary Nurse

JOB SPECIFICATION

POSITION: Veterinary Nurse

REPORTS TO: Veterinary Services Operations Manager

CLASSIFICATION: Level 3

Job Purpose

As a member of the Veterinary Team, the purpose of this position is to maintain a standard of care and expertise that contributes to the effective running of the Veterinary Clinic.

Key responsibilities / accountabilities

Surgical Duties

- Prepare clinic for daily surgery
- Assist with surgery preparation and monitoring anaesthesia
- Clean and maintain surgery packs and ensure suitability and sterility for use
- Ensure surgery records are accurately maintained

Reception Duties

- Maintain a high level of customer service
- Give general animal health advice
- Ensure animal care records are accurately maintained
- Promptly answer telephone and general enquiries as required

General Duties

- Check animals post operatively during recovery
- Dispense medications under Veterinary direction
- Assist Veterinarians with consultations, examinations and treatments in the Shelters and Boarding facility
- Nursing hospitalised animals, including neonatal patients, wound management, supplementary feeding and exercising
- Check all animals before leaving premises at end of shift
- Assist and perform euthanasia as required under Veterinary direction
- Leading, developing and training AWL employees to ensure that they provide exceptional animal care

- Provide staff, foster carers and clients with general health and nutritional advice
- Maintain knowledge on AWL policies, procedures, legislation, in relation to Animal Care and ownership

Administration

- Banking, Balance receipts and check petty cash
- Compile and report on staff accounts
- Maintain patient files including adoption packs and bookwork
- Ensure information sheets are distributed
- Book and ensure appointments are maintained accurately
- Ensure surgery and treatment lists are maintained accurately
- Maintain clear concise communication with key service areas of the AWL and external stakeholders
- Schedule desexing and vaccinations in consultation with shelter staff and the AWL customer service team

Drugs and Medication

- Maintain stock control in conjunction with Procurement staff
- Ensure correct application and administration of medications
- Ensure accurate recording of medications administered
- Observe and support other staff to follow WHS practices

Hygiene maintenance

- Ensure all cages are clean
- Use appropriate cleaning products and disinfectants
- Dispose of surgical waste correctly
- Sterilize all surgical equipment, packs, and drapes
- Maintain hygiene and cleanliness of clinic at industry standard levels

Reporting Relationships

Reports to the AWL Animal Operations Manager.

Work Health and Safety

All workers have a legal obligation to take steps to protect themselves from risks to health and safety and to make sure they do not cause a risk to others through any action or omission.

In particular, the incumbent must:

- Comply with statutory and organisation requirements, procedures and rules introduced to protect the health and safety of people at the workplace including the public
- Use equipment provided to protect health and safety
- Follow reasonable instructions given on health and safety
- Ensure they are not affected by alcohol or another drug so as to endanger themselves or others
- Report accidents, injuries, property damage and health and safety incidents
- Participate in activities associated with the management of workplace health and safety

PERSON SPECIFICATION

Education, experience and skills

- Certificate IV in Veterinary Nursing
- Minimum 2 years' experience working with animals in a clinical setting
- Proven client relations skills
- Exceptional surgical and anaesthesia skills
- Excellent animal health and behaviour knowledge
- Sound administrative skills
- Excellent clinical hygiene knowledge
- Ability to assist with health checks- temperament and health for re-homing
- Compassion for and an interest in animal welfare and care
- Accredited microchip implanter or willingness to see accreditation
- Accredited and competent euthanasia technician

Special Requirements

- Additional hours may be required to meet business needs
- Satisfactory National Police Clearance Certificate at commencement of employment and periodically at the request of the AWL
- Willingness to work at any AWL site or location
- Applicants must be functionally assessed to ensure physical ability to complete the physical demands of the position

Performance Standards

The performance of the incumbent will be measured by the extent to which the position responsibilities are achieved, specifically:

- Ability to set priorities, plan workload and meet deadlines
- The degree of professionalism and flexibility displayed
- Reliability, quality, efficiency and courteousness of services delivered
- Effective teamwork and contribution to the achievement of team goals
- Ability to work effectively as a member of a team

I have read the requirements and responsibilities outlined in this position description and AWL's Code of Conduct and will adhere to these conditions.

I agree to have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name: _____

Signed: _____

Date: _____