



**ANIMAL WELFARE LEAGUE OF  
SOUTH AUSTRALIA INC**

**JOB & PERSON SPECIFICATION**

**Veterinary Nurse**

## JOB SPECIFICATION

**POSITION:** Veterinary Nurse

**REPORTS TO:** Practice Manager

### 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
- Prepare and sedate animals for surgery
- Assemble instruments in correct order
- Ensure surgery records are accurately maintained

#### Reception Duties

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

#### General Duties

- Check animals post operatively for recovery
- Dispense appropriate medications
- Assist with vaccinations and health care and checks in kennels and cattery
- Check all animals before leaving premises at end of shift
- Assist with euthanasia as required

## **Administration**

- Balance receipts and banking
- Check petty cash
- Compile and report on staff accounts
- Maintain vaccination cards and bookwork
- Ensure information sheets are distributed
- Ensure appointments are maintained accurately
- Ensure operation list is maintained accurately
- Ensure vaccination list is maintained accurately
- Maintain clear concise communication with key service areas of the AWL
- Schedule desexing and vaccinations in consultation with shelter staff

## **Drugs and Medication**

- Maintain stock control
- Ensure correct application and administration of medications
- Ensure accurate recording of medications administered
- Observe 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 Clinic Practice Manager.

## Work Health and Safety

All staff and volunteers 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
- Surgical assistance expertise
- Animal health knowledge
- Sound administrative skills
- 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

### 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

## 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

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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:** \_\_\_\_\_