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

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: ______________________________________