



Mowbray Veterinary Clinic

JOB DESCRIPTION FOR THE POSITION OF *Veterinary Nurse*

Incumbent:	
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Role Overview:	As a Veterinary Nurse, you are responsible for supporting the veterinarians in providing the highest level of treatment and care for patients. Your role is also subject to on call duties. You are also responsible for training and the supervision of other veterinary nursing staff.
Reporting Relationships:	<i>Head Nurse</i>
Supervisory Responsibilities:	NA
Qualifications:	<ul style="list-style-type: none">• Certificate III or IV in Veterinary Nursing or other equivalent
Skills & Experience:	<ul style="list-style-type: none">• Ability to understand the overall responsibility of the day-to-day operations of a veterinary practice• Experience in veterinary nursing;• Experience supervising, training and developing other clinical staff not mandatory but beneficial• Strong computer skills• Strong organisational skills;• Effective communication and empathy skills;• Ability to work in a fast paced environment• Ability to work in a team environment• Understanding of relevant legislation, policies and procedures.



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Key Scorecard

This provides a high level snapshot of the expected outcomes from this role and the relative importance of each competency. This should be used by the employee on an ongoing basis as a quick reference to determine how he or she is performing in the role.

Key Competency	Relative Weighting
<u>Technical Competencies</u>	
1. Prepare for and perform clinical procedures	40 %
2. Supervision of other clinical staff	5 %
3. Work Health & Safety (WHS) Management	10 %
4. Administration	5 %
5. Cleaning	5 %
Subtotal	65 %
<u>Personal Competencies</u>	
1. Leadership	8 %
2. Interpersonal and Communication Skills	7 %
3. Results Orientation	6 %
4. Time Management/Organization	4 %
5. Complex Problem Solving	4 %
6. Versatility	2 %
7. Numeracy	2 %
8. Attention to Detail	2 %
Subtotal	35 %
Grand Total	100 %



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Technical Competencies

These describe the key outcomes that are to be achieved in the role and the precise performance standards against which the performance of the employee will be measured.

No.	Competency Description
1.	<p>Prepare and perform for clinical procedures</p> <ul style="list-style-type: none">• Assist veterinarian with routine examination and surgical procedures• Preparing surgery schedules, implement surgery preparations as instructed• Providing veterinary nursing care and grief support to clients• Applying radiographic routines and implementing procedures• Performing and recording pathology procedures, assist with post mortem and euthanasia• Monitoring patient anaesthesia• Performing post-operative procedures• Nursing hospitalised animals, monitor clinical signs, communicate with owners• Sterilization of instruments according to practice sterilization procedures• Prepare medications as required• Perform on call duties as required• Communicate to clients treatment plans• Provide animal care, food and water as required• Meet animal health regulatory and legislative requirements
2.	<p>Supervision of other clinical staff</p> <ul style="list-style-type: none">• Understand and if needed organise the daily activities of nursing staff to ensure effective treatment and efficient management of patients• Provide on-the-job training and mentoring support of junior nursing staff to address skill deficits and increase clinical competence.
3.	<p>Work Health & Safety (WHS) Management</p> <ul style="list-style-type: none">• Follow WHS policies and procedures in an animal care environment• Safe handling, storage and disposal of hazardous substances and materials according to practice guidelines• WHS management of the practice including timely reporting of identified hazards• Contribute to development and implementation of WHS policy and procedures



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4.	<p>Administration</p> <ul style="list-style-type: none"> • Coordinate clinic admissions • Monitor stock control and advise ordering requirements • Patient/client records management • Appropriately greeting all patients and clients to the practice • Manage client bookings/appointments to ensure there are no double bookings or lost appointments • Handle client appointment fees • Maintain registration as a veterinary nurse
5.	<p>Cleaning</p> <ul style="list-style-type: none"> • Maintain clinic hygiene • Ensure Infection control procedures and routines are maintained around sterilizing and storing instruments, equipment and supplies • Routinely clean animals and their enclosures as required

Personal Competencies

These are the personality traits and characteristics that are considered to be most important in the carrying out of the function and achieving the objectives.

No.	Competency Description
1.	<p>Leadership</p> <ul style="list-style-type: none"> • Ability to motivate others and work within teams to meet performance objectives.
2.	<p>Interpersonal and Communication Skills</p> <ul style="list-style-type: none"> • Written communication – Communicates ideas on complex and sensitive issues clearly in writing, selecting language, tone and format to suit target recipients. • Verbal communication – Speaks in a clear succinct manner and tailors language to suit target audience. • Ability to build rapport with patients and co-workers. • Ability to work as part of a team to achieve shared goals. • Ability to resolve conflict with patients and co-workers. • Ability to empathise with needs of patients and clients
3.	<p>Complex Problem Solving</p> <ul style="list-style-type: none"> • Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. • Exercise discretion and judgement against established criteria

4.	<p>Attention to Detail</p> <ul style="list-style-type: none"> • Always seeks to provide quality nursing care with limited errors. Takes pride in output; analyses issues from different viewpoints, to identify hidden problems. • Read documents thoroughly.
5.	<p>Time Management/Organisation</p> <ul style="list-style-type: none"> • Ability to manage your own time and respectful of the time of others • Manage time well focusing on completing tasks by due dates • Demonstrates initiative
6.	<p>Versatility</p> <ul style="list-style-type: none"> • Able to modify one's own behavioural style to respond to the needs of others while maintaining one's own objectives and sense of dignity.
7.	<p>Numeracy</p> <ul style="list-style-type: none"> • Sound numeracy skills for performing accounting and medication processes