



Mowbray Veterinary Clinic

JOB DESCRIPTION FOR THE POSITION OF *Veterinary Nurse*

Incumbent:	
Developed by:	<i>Sally-Anne Richter</i>
Date developed:	<i>17/06/20</i>
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Role Overview:	As a Senior Veterinary Nurse, you are responsible for supporting our 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 assisting, training and occasionally overseeing other veterinary nursing staff.
Reporting Relationships:	<i>Sally-Anne Richter</i>
Supervisory Responsibilities:	Veterinary nurses
Qualifications:	<ul style="list-style-type: none"> • Certificate IV in Veterinary Nursing or other equivalent
Skills & Experience:	<ul style="list-style-type: none"> • Ability to coordinate, manage and be responsible for the daily operations in a veterinary practice • Preferably more than 2 years experience veterinary nursing • Experience with <ul style="list-style-type: none"> - Perform basic checks on patients – TPRs, CRT, RR, BP - Administering medications – oral, injectable, topical, iv - Surgical experience – anaesthetic monitoring - Place iv cannulas and give iv medications/fluids - Radiographic experience – dental and general x-rays - Discuss current condition of patient and/or triage patients with clients in person or over the phone • Experience supervising, training and developing other clinical staff • Strong computer skills • Strong organisational skills;



Mowbray Veterinary Clinic

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| | <ul style="list-style-type: none">• Effective communication and empathy skills with colleagues and clients• Ability to work in a fast paced, emotionally charged and physical 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 and Perform Clinical Skills	30 %
2. Supervision of other clinical staff	5 %
3. Work Health & Safety (WHS) Management	5 %
4. Administration	5 %
5. Cleaning	5 %
Subtotal	50 %
<u>Personal Competencies</u>	
1. Leadership	5 %
2. Interpersonal and Communication Skills	10 %
3. Results Orientation	10 %
4. Time Management/Organization	5 %
5. Complex Problem Solving	5 %
6. Versatility	5 %
7. Numeracy	5 %
8. Attention to Detail	5 %
Subtotal	50 %
Grand Total	100 %



Mowbray Veterinary Clinic

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 holding patients safely not putting yourself or those around you at risk • Performing routine TPRs on patients in hospital or who need triaging, communicating with owners and monitoring their signs • Preparing surgery schedules – checking sexes, weights, premedication administration • Monitoring patient anaesthesia – BP, SpO2, vitals, depth, chart maintenance • Recovering patients from anaesthetic • Setting up radiograph machine, safety equipment, plate and computer file; assisting with taking x-rays • Providing nursing care and grief support to clients • Assisting vet with urinalysis, blood collection, and in house blood testing • Place iv cannulas and work out fluid rates for standard patients • Cleaning and prepping surgical instruments, dental instruments etc. and assisting with sterilisation of packs • Preparing prescribed medications and informing clients on methods of administration • Informing owners on preventative health treatments and prescription diets • Doing scale and polish only dentals on cats and dogs under supervision • Perform on call duties as required • 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"> • Direct the daily activities of nursing staff to ensure effective treatment and efficient management of patients • Provide on-the-job training and mentoring support of 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

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 • Set and exceed client expectations
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 and direct teams and individuals 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 with no spelling mistakes. • Verbal communication – Speaks in a clear succinct manner and tailors language to suit target audience. Maintains eye contact. • 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



Mowbray Veterinary Clinic

4.	Attention to Detail <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.	Time Management/Organisation <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.	Versatility <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.	Numeracy <ul style="list-style-type: none">• Sound numeracy skills for performing accounting and medication processes