**POSITION DESCRIPTION**

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| **POSITION DETAILS** |  |
| **Position Title:** | **Small Animal Veterinary Nurse** |
| **Position Number:** | 00026134 |
| **Classification:** | HEO3 |
| **Faculty/Division:** | Faculty of Sciences, Engineering and Technology |
| **School/Branch:** | Animal & Veterinary Sciences |
| **Reports to (position title):** | Practice Manager |
| **Delegations:** | Nil |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability * Participation in a 24/7 roster * Physical capacity to use techniques relating to restraint of live animals (eg. dogs, cats, wildlife, sheep, pigs, goats, rabbits, rodents and others) * Ability to deal effectively with animal euthanasia, animal materials, bio-hazardous and chemical materials. |
| **Significant Working Relationships:** | * Practice Manager, Clients, Students, Clinicians, Health and Safety Officer |

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| **POSITION SUMMARY** |
| The School of Animal and Veterinary Sciences provides world-class, outcome-based education and training of animal and veterinary scientists in a research environment. Based at the Roseworthy Campus, 50km north of the Adelaide CBD and minutes from Gawler, the school is situated on a 1600 ha property that includes a working farm, full service Veterinary Health Centre teaching clinics, and a range of general purpose and specialist teaching and research facilities. The School offers three academic programs: Animal Science, Veterinary Bioscience and Doctor of Veterinary Medicine (DVM).  The Veterinary Health Centre (VHC) is the School’s clinical teaching facility which operates on a commercial basis, offering a range of first opinion, ambulatory and specialist veterinary services across all animal species to the general public and referring veterinarians. As a unit of VHC, the Companion Animal Health Centre (CAHC) is a leading-edge primary practice and referral care veterinary clinic offering the latest technology, equipment and professional services to treat small companion animals of all species. The CAHC offers high quality first opinion, referral and 24/7 emergency and critical care veterinary services to the public and provides a clinical training environment for final year veterinary students working under the close supervision of experienced veterinary surgeons, nurses and support staff.  Under general direction from the Practice Manager, the Veterinary Nurse is a member of the Veterinary Health Centres (VHC) professional staff services team of nurses, client services and technical staff members. This role provides nursing support to the veterinary specialists and practice clinicians across the companion animal hospital. Veterinary Nurses utilised in departments:  Emergency and Critical Care working through a set 24/7 roster work pattern working 12 hour shifts  Surgery, Anaesthesia and Imaging, working Monday through Friday in the span of hours of 7am to 7 pm  General Practice working Monday through Friday in the span of hours of 8 am to 10 pm  Internal Medicine working in the span of hours of 8 am to 6 pm.  Shifts are 7.35 hours per day on average working 5 days per week. |

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| **KEY RESPONSIBILITIES** | |
| Provide a high level of nursing support during procedures, examinations and surgeries | * Provide emergency triage, stabilisation and on-going treatments of patients in in-hospital and outpatient care. * Restrain animals, maintain records and provide general assistance to the treating veterinarian during consults, examinations and procedures. * Prepare animals for clinical or specialist treatments, surgical, dental or imaging procedures using high standards of nursing. * Provide an exceptional level of nursing in a variety of duties with specialists and best practices in wellness. * Ability to implement anaesthetic protocols and surgical procedures at a high level of care and sterility. * Effectively collaborate and communicate in a professional manner with specialists, academics, and other key stake holders regarding patient treatment plans. |
| Provide animal nursing care | * Maintain wards, cages, kennels, yards, pens or stalls in accordance with hospital protocols. * Develop treatment plans in line with veterinarian’s instructions. Maintain knowledge of pharmaceuticals, processes and to support best outcomes for patients. * Collect samples, set up and maintain CRIs, monitor and record observations, evaluate pain status and mentation scores and vital signs in in all patients. |
| Provide support to administration as required | * Provide occasional support to the Client Service team scheduling appointments, financial transactions, filing, billing, and record keeping if required. * Maintain best practice in customer services including discharging and admitting patients. |
| Other reasonable duties commensurate with classification level. | |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * N/A |

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| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviors in accordance with the University’s Code of Conduct |

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| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff. |

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| **SELECTION CRITERIA** |
| Knowledge and Experience:   1. Demonstrates capacity to work in a collaborative and dynamic hospital, while maintaining best practices and mentorship for students in a teaching hospital. 2. Attention to detail in administering treatments, record keeping and documentation. 3. Demonstrated experience and /or knowledge of Occupational Health and Safety. 4. Demonstrates veterinary nursing experience with sound technical skills and knowledge in area of interest (surgery, ECC, IM, or GP). 5. Demonstrates a professional attitude when working with clients and other staff members 6. Experience working in a specialist, emergency or high-level general practice *(desirable).*   Qualification/s:   * Certificate IV in Veterinary Nursing or combination of relevant experience and/or education/training |