



POSITION DESCRIPTION

U-Vet Werribee Animal Hospital
Faculty of Veterinary and Agricultural Sciences

Veterinary Nurse (Small Animal Medicine)

POSITION NO	0029747
CLASSIFICATION	PSC 3
SALARY	\$55,113 - \$60,852 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed term position available until 26 November 2018
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Lynne Gillies Tel +61 3 9731 2000 Email lynne.gillies@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

ABOUT THE POSITION

The position supports the operation and provision of service within the U-Vet Werribee Animal Hospital, located on the Werribee campus of the University of Melbourne. This role will primarily service Small Animal Medicine, by working within a team to provide highest standards of nursing care to all patients, under the supervision of the veterinarians and senior nursing staff.

The incumbent is required to undertake and perform all tasks and duties in a timely and proficient manner, whilst upholding the optimal standard of veterinary nursing care; displaying professionalism, enthusiasm, initiative and integrity.

Responsibilities include, but are not limited to:

- ▶ Upholding and adhering to Hospital policies, procedures, standards and etiquette
- ▶ Providing high standards, and oversight, of patient care
- ▶ Operating and storing equipment in accordance with approved operating procedures
- ▶ Ensuring stocks and supplies are held at optimal levels
- ▶ Providing continuous improvement in the area of practice
- ▶ Conduct themselves in line with the hospital's behaviour charter

All veterinary nurses are required to oversee student-patient interactions, in conjunction with the veterinarians. An experienced veterinary nurse may teach the practical aspects of patient care to veterinary and veterinary nursing students and play a role in hands-on tuition. The incumbent will be required to provide excellent customer service, and represent U-Vet effectively in interactions with the internal and external community.

The position operates under the guidance and supervision of the senior nursing staff and the veterinarians, and reports to the Small Animal Medicine Coordinator.

The incumbent may be directed to assist in any U-Vet service or area, working within the scope of the level, to the specific requirement of that service.

ABOUT US

The University of Melbourne has affirmed its position as the number one university in Australia, and remains among the fastest-rising research universities in the world's top 100, according to the Academic Ranking of World Universities (ARWU). It is counted among the best universities in the world – 33 by the Times Higher Education (THE) and 32 by the US News and World Report Rankings. Please visit [Tradition of Excellence](#) for further information.

The Faculty of Veterinary and Agricultural Sciences provide over 20 courses and 300 subjects to approximately 3,500 equivalent full time students. The Faculty provides the only professional entry veterinary program in Victoria and the Bachelor of Agriculture is the fastest growing undergraduate degree in Australia. The University of Melbourne's agriculture program is the largest in Victoria and ranked 36 in the world, whilst the Doctor of Veterinary Medicine program was the first graduate veterinary professional entry program in Australia. The Faculty is ideally placed to contemplate changes that have far-reaching consequences on its teaching, engagement and research.

1. Key Responsibilities

1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- ▶ Deliver high-level patient care and efficient nursing assistance to service veterinarians in a timely manner, in accord with best practice.
- ▶ Therapies, procedures and directives are delivered according to veterinary orders, senior staff instruction and hospital protocols, in a timely manner.
- ▶ Ensure efficient service at all times inclusive of maintaining stock requirements, functional equipment and adherence to best practice standards of infection control.
- ▶ Contribute to effective communications with internal and external stakeholders to ensure the provision of the highest standard of customer service at all times.
- ▶ Undertake complex tasks relative to the position. These may include various patient clinical procedures and the operation of relevant equipment with minimal supervision.
- ▶ Record and maintain all documentation and patient records in accordance with best practice and U-Vet policies and procedures.
- ▶ Contribute to the provision of veterinary student education in the clinical setting, providing input on student assessment.
- ▶ Assist veterinarians before, during and after procedures, including but not limited to anaesthesia monitoring and support.
- ▶ Ensure client accounts are appropriately charged and finalised in a timely manner prior to discharge.

1.2 INNOVATION AND IMPROVEMENT

- ▶ Proactively identify and develop systems for service improvements in conjunction with the service coordinator and associated senior professional staff
- ▶ Provide dynamic contribution to continuous improvement within the area of practice.

1.3 COLLABORATION AND LEADERSHIP

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these and provide compliant advice to others;
- ▶ Work within the legal parameters applicable to Veterinary Nurses in Victoria.
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Take an active part in regular Small Animal Medicine service team meetings.
- ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

2.1 ESSENTIAL

- ▶ Completion of a relevant certificate III and/or demonstrated veterinary nursing experience in a busy veterinary practice
- ▶ Demonstrated organisational skills with the ability to meet deadlines and effectively balance competing demands in a professional manner.
- ▶ Excellent verbal and interpersonal communication skills with the capacity and confidence to deal professionally with a diverse range of people at all levels.
- ▶ Excellent written communication skills that enable the consistent and timely preparation of all medical records, correspondence, and tasks to a high-standard, with demonstrated ability to maintain a high level of accuracy and attention to detail.
- ▶ High level of flexibility, enthusiasm, initiative and a willingness to learn new skills and take on new tasks, as required.
- ▶ Capacity to work effectively as a part of a multi-disciplinary team on a flexible roster.
- ▶ Demonstrated desire and drive to pursue professional and personal development.
- ▶ Demonstrated capacity to work effectively as a part of a multi-disciplinary team on a flexible roster.
- ▶ Demonstrated ability to anticipate and prepare what may be required by veterinarians attending to patients in a variety of procedures.
- ▶ Demonstrated ability to work under general direction within a busy environment

2.2 DESIRABLE

- ▶ Veterinary Nursing diploma/qualification and/or experience working in Small Animal Medicine
- ▶ Certificate IV or equivalent formal Veterinary Nursing qualification.
- ▶ Experience working in a university or other multidisciplinary specialist veterinary hospital.
- ▶ Demonstrated capacity to effectively deliver small group educational sessions.
- ▶ Familiarity with RxWorks (or equivalent) electronic medical record management software.

2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ You will be required to participate in a regular flexible rotating roster including out of span hours, weekends and public holidays. This activity will attract the University applied shift allowance when applicable.
- ▶ You will be required to participate in the roster for out of hours' on-call work which covers nights, weekends and public holidays. Any rostered out of hours' work will attract the appropriate on-call allowance.

- ▶ This position will require physical activity including manual handling and animal restraint.
- ▶ You are required to have current vaccination status for Tetanus, Hepatitis A and B and Q fever.
- ▶ As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- ▶ Within the scope of the level, you may be directed to work in other areas of the U-Vet Werribee Animal Hospital to the specific requirement of that service or area.
- ▶ Annual leave is to be taken at mutually convenient times in accord with the requirements of the service and of U-Vet.
- ▶ This role will be expected to adhere to U-Vet Werribee Animal Hospital infection control guidelines.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under routine supervision to general direction depending on experience and complexity of tasks. The incumbent receives general direction from the Small Animal Medicine Coordinator as well as other senior staff. The incumbent is expected to work autonomously in established routine activities and seek guidance on non-routine activities.

There is a requirement to supervise and mentor veterinary students in the provision of animal care.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Veterinary Nurse is expected to use professional judgement to ensure animal health and welfare requirements and biohazard control is maintained. The incumbent is expected to demonstrate initiative and responsibility, in organising their workload applying sound reasoning to resolve technical problems on a day to day basis under the guidance of the senior Small Animal Medicine staff. The incumbent must recognise when an animal's condition is beyond their capabilities and when it is necessary to call a senior nurse or veterinarian for advice or assistance.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Veterinary Nurse will require a sound working knowledge of the requirements of a veterinary nurse in a busy veterinary practice, and demonstrated standards of excellence in all aspects of veterinary nursing. The appointee must possess excellent communication skills, and a degree of competence and knowledge in relation to small animal husbandry and handling procedures.

The incumbent is expected to be aware of, and observe, all Hospital and University of Melbourne Policies and Procedures.

3.4 RESOURCE MANAGEMENT

The Veterinary Nurse will exercise sound judgement to manage their time flexibly and efficiently to ensure competent clinical case and resource management as well as perform all necessary maintenance and stocking tasks as directed by the senior nurses.

Annual leave arrangements will be co-ordinated and negotiated within the section.

3.5 BREADTH OF THE POSITION

The Veterinary Nurse position encompasses all aspects of veterinary nursing through the provision of hands-on clinical care, oversight of veterinary student patient interactions and attending to other tasks as directed by the senior Small Animal Medicine staff.

The Veterinary Nurse is required to demonstrate effective communication and interpersonal skills that reflect a strong customer service approach and can elicit action and support without constant supervision.

The incumbent may be required to support other clinical service areas, from time to time, if requested by supervisor or senior Hospital staff member

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 U-VET WERRIBEE ANIMAL HOSPITAL

The Hospital provides high quality veterinary services to small and large animals in the areas of general practice, referral medicine, surgery, neurology, radiology, anaesthesia, and emergency and critical care, providing clinical instruction to students of veterinary science.

The clinical services of the Veterinary Hospital deals mainly with medical and surgical problems of dogs, cats, pocket pets and horses; other sections of the Veterinary School provide veterinary services to sheep, cattle and pig producers.

For more information see the website of the University of Melbourne Veterinary Hospital: <http://www.u-vet.com.au>.

6.2 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES

<http://fvas.unimelb.edu.au/>

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty's core teaching, postgraduate training, research, clinical consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses, and the Veterinary Hospital operates at Werribee.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health', in which the University is a core partner. Research within the Faculty has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture and Bachelor of Food Science along with coursework masters in Agricultural Sciences and

Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on

Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>