



POSITION DESCRIPTION

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

Veterinary Nurse - Equine

POSITION NO	0031727
CLASSIFICATION	HEW 3
SALARY	\$53,249 – \$58,794 p.a.
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Full time (Fixed-term) position available for three years Fixed-term contract type: External funding
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Lynette Jackson Tel +61 3 9731 2268 Email lynettej@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

joining.unimelb.edu.au

Position Summary

The Veterinary Nurse – Equine supports the smooth operation of the Equine Centre in the University of Melbourne's Faculty of Veterinary and Agricultural Sciences' Veterinary Hospital in Werribee.

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

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

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 undergraduate students and play a role in hands-on tuition.

An employee of the Veterinary Hospital is always expected to demonstrate integrity and due diligence whilst representing the Veterinary Hospital and Equine services in an appropriate and effective professional manner, particularly when interacting with the internal and external community: our customers and key stakeholders.

The position operates under the guidance and supervision of the senior nursing staff and the veterinarians, and reports to the Head Veterinary Nurse – Equine.

1. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Essential and Desirable Selection Criteria in their application. For information on how to address selection criteria, please visit:

http://careers.unimelb.edu.au/__data/assets/pdf_file/0011/825284/Responding_to_Selection_Criteria_June_2013.pdf

1.1 ESSENTIAL

- ▶ Proven demonstrable veterinary nursing experience gained in the veterinary industry.
- ▶ Proven demonstrable horse handling experience gained within the equine industry.
- ▶ Established organisational skills demonstrated by the ability to meet deadlines and effectively balance competing demands in a professional manner.
- ▶ Demonstrated 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 patient notes, correspondence, and tasks to a high-standard with demonstrated ability to maintain a high level of accuracy and attention to detail.

- ▶ Demonstrated ability to anticipate and prepare what may be required by veterinarians attending to equine patients in a variety of procedures and consultations.
- ▶ High level of flexibility, enthusiasm, initiative and an ability and willingness to learn new skills and take on new tasks as required.
- ▶ Demonstrated 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.

1.2 DESIRABLE

- ▶ Certificate IV or equivalent formal Veterinary Nursing qualification.
- ▶ Veterinary Nursing diploma and/or experience working with surgical equine patients.
- ▶ 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. Special Requirements

- 2.1 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.
- 2.2 This position will require physical activity including manual handling and animal restraint.
- 2.3 You are required to have current vaccination status for Tetanus and Hepatitis A and B. Current Q fever vaccination status may also be required depending on position.
- 2.4 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.
- 2.5 This role will be expected to adhere to Veterinary Hospital infection control guidelines.

3. Key Responsibilities – Outcomes Focussed

3.1 HOSPITAL WARD PRACTICES

- ▶ Timely, organised, efficient, high-level patient care, and best-practice veterinary nursing assistance delivered, satisfying veterinarian dictated patient management requirements.
- ▶ Hospital ward standards and practices established, maintained and upheld.
- ▶ Stocks and supplies maintained at optimal levels.
- ▶ Equipment used, managed and stored correctly and appropriately.

- ▶ Cleaning and disinfecting including infection control requirements delivered at Hospital standards in all areas of practice.
- ▶ Complex tasks and skills learned and practiced.
- ▶ Assigned patient consultations, admissions and discharges conducted professionally and promptly.

3.2 CONSULTATION SUPPORT

- ▶ Clients and visitors to the Veterinary Hospital are provided with optimal standards of customer service.
- ▶ Veterinarians are provided with timely, supportive assistance to achieve consultation requirements.
- ▶ Consultation areas are clean, disinfected and stocked in preparation for the next consultation.
- ▶ Patients are provided with the highest level of care and empathy.

3.3 TEAM WORK AND PROFESSIONALISM

- ▶ Effective, professional communication with a diverse range of personnel at all times.
- ▶ Collegial, professional relations maintained with all personnel at all times.
- ▶ Proactive inter-service cooperation achieved.
- ▶ Dynamic contribution to continuous improvement within the area of practice.
- ▶ Environmental hazards identified and resolved in consultation with senior staff in an apt time-frame. Records of a safe work environment are maintained.
- ▶ Active participation in regular meetings.

3.4 NURSING CARE

- ▶ All animals are handled safely and appropriately with gentleness, empathy and skill.
- ▶ Patients' conditions are recognised as being beyond nurses capabilities and veterinarians are requested to provide input.
- ▶ Work within the legal parameters applicable to Veterinary Nurses in Australia.
- ▶ Therapies, procedures and directives are delivered according to veterinary orders, senior staff instruction and hospital protocols, in a timely manner.

3.5 TEACHING

- ▶ Junior or inexperienced nurses realise new competencies.
- ▶ Students receive instruction and learning support, within the scope of the incumbent's competence.
- ▶ Students feel welcomed and enabled to function effectively within the specific setting of clinical practice.
- ▶ Veterinary and veterinary nursing student assessment input.
- ▶ Veterinarians actively assisted and supported in the teaching process.

3.6 ADMINISTRATIVE SUPPORT

- ▶ All documentation, therapies and patient records maintained in accord with best practice and U-Vet policies and procedures, as varied from time to time.
- ▶ Equipment maintenance and repairs delivered effectively.
- ▶ Timely information provided for equipment replacement.
- ▶ Environmental Health and Safety (EH&S) records are maintained to requirements.
- ▶ Customer service is provided at expected high standards at all times.
- ▶ Complete administration primarily in relation to the role in line with the University of Melbourne's Operating Model.

3.7 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5 or 6.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The position receives direction from the Head Veterinary Nurse - Equine as well as other senior staff in the section and department. The incumbent is required to interact positively with all levels of personnel. There is a requirement for overseeing undergraduate students in the provision of patient care as appropriate. The detailed lists of duties, revised from time to time, must be completed as required.

4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent 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 Head Veterinary Nurse – Equine and Senior Equine Veterinarians. The incumbent must recognise when a patient's condition is beyond their capabilities and when it is necessary to call a senior nurse or veterinarian for advice or assistance.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will have 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 Veterinary Hospital and University of Melbourne Policies and Procedures as well as become familiar with the requirements of the Melbourne Operating Model.

4.4 RESOURCE MANAGEMENT

The incumbent 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, discussed and approved by the Head Veterinary Nurse – Equine.

4.5 BREADTH OF THE POSITION

The incumbent encompasses all aspects of veterinary nursing through the provision of hands-on clinical care, oversight of veterinary student /patient interactions and attendance of other tasks as directed by the senior equine staff.

The appointee 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, as requested by supervisor or other senior Veterinary Hospital staff.

5. Other Information

5.1 U-VET WERRIBEE ANIMAL HOSPITAL

The U-Vet provides high quality veterinary services in the areas of small and large animal primary care, referral medicine and surgery, radiology, anaesthesia, and emergency and critical care, operates a Canine Blood Bank and also provides clinical instruction to students of veterinary science.

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

For more information see the website of the University of Melbourne U-Vet Werribee Animal Hospital: <http://www.vh.unimelb.edu.au>

5.2 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.

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

5.4 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/index.html#home>

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.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 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/unisec/governance.html>.

6. 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.

6.1