



POSITION DESCRIPTION

Melbourne Veterinary School
Faculty of Science

Clinical Skills Support Nurse

POSITION NO	0062559
CLASSIFICATION	UOM4
SALARY	\$76,901 - \$81,615
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jenny Raffetto Tel +61 3 83001 2423 jenny.raffetto@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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Clinical Skills Support Nurse holds a pivotal role in facilitating and advancing the clinical skills training of Doctor of Veterinary Medicine (DVM) students. This position collaborates closely with students, academic staff, and other stakeholders. Its primary objective is to foster the development of practical competencies, ensuring students acquire a comprehensive understanding of clinical practices.

Under broad direction from Team Lead, Clinical Teaching Support, the Clinical Teaching Support Nurse will maintain currency of best veterinary clinical practices, quality assurance in patient care and operational knowledge while rotating across:

- ▶ **Clinical Sites:** Providing guidance and support to students during clinical skills training activities at locations that include the Greencross Veterinary Hospital, Lost Dog's Home, and other clinical sites as required by the School.
- ▶ **Pathology:** Providing pathology instructions to students and services to clients as required
- ▶ **Clinical Skills Lab:** Assembling and supporting clinical skills training and assessment activities across major veterinary species. This includes constructing new training stations and Objective Structured Clinical Exam (OSCE) assessment stations, assist in the development and support of practical classes, computer-assisted learning modules, and handling live animals and clinical skills simulators.
- ▶ Other areas as required.

The role necessitates working across multiple sites and campuses across Victoria.

1. Key Responsibilities

1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

▶ **Instructional Assistance and Guidance:**

- Under the guidance of the Director of Veterinary Education, the DVM4 Year Coordinator, and relevant rotation coordinators, provide practical instructional assistance and support to DVM students during their clinical rotations at sites such as Greencross Veterinary Hospital at the University of Melbourne, Lost Dog's Home, Pathology Services, and other embedded clinical sites as required.
- Deliver high-level care and efficient nursing assistance in a safe and timely manner and in accordance with best practice.
- Handle animals safely at all times including during clinical procedures.
- Ensure timely and effective communication with internal and external stakeholders to provide high standards of patient care and customer service
- Ensure students are provided with adequate support and resources to achieve their DVM intended learning outcomes in clinical skills and competencies.
- Collaborate with students, academic staff, and other stakeholders to provide guidance and assistance in their clinical skills development
- Take a lead role on behalf of the Melbourne Veterinary School in the day-to-day responsibilities of running the clinical rotation at the Lost Dogs Home as required, including building relationships with key stakeholders.

▶ **Clinical Skills Training and Assessment:** Under guidance of Team Lead, Clinical Teaching Support and in collaboration with leading academics, assemble and support the delivery of comprehensive clinical skills training and assessments that focus on essential veterinary competencies for students. This includes, but is not limited to:

- Assist in the development and support of practical classes, computer-assisted learning modules, and other relevant educational materials.
- Assisting with animal handling classes, utilizing live animals and clinical skills simulators, ensuring the proper operation and maintenance of simulation models and equipment.
- Constructing new clinical skills training stations with the necessary training materials.
- Staying updated with the latest skills to ensure that best practices are taught to students.

▶ **Practical Class Assistance, Maintenance and Record-Keeping:**

- Prepare and set up all necessary materials and equipment required for teaching procedures, including for student anaesthesia and surgical teaching procedures.
- Demonstrating in laboratory practical classes as required. Assist with the provision of undergraduate instruction in Day 1 clinical skills, including anaesthesia and basic surgical techniques
- Uphold high standards of cleanliness in equipment and facilities across all work areas.
- Organize the maintenance of tools and equipment utilized in teaching

- Maintain high standards of cleanliness of equipment and facilities in all work areas and ensure appropriate levels of stock and supplies.
- Maintain patient records in accordance with best practices and standard operating procedures.
- ▶ **Collaboration and Ethical Standards:**
 - Uphold all aspects of animal care in line with ethics guidelines and ensure that work is conducted at the highest ethical standards, complying with relevant policies, standard operating procedures, and legislation pertaining to teaching animals.
 - Prioritize animal safety during all clinical procedures, ensure student teaching sessions are run safely and efficiently in accordance with relevant Standard Operating Procedures, policies and guidelines, including infection control guidelines.
 - Contribute to all aspects of patient care, providing appropriate assistance and support to veterinarians and students, before, during and after surgery of patients.
 - Establish timely and effective communication with internal and external stakeholders to deliver high standards of patient care and customer service.
 - Foster a cooperative and efficient working relationship between the Melbourne Veterinary School and distributed clinical sites, as relevant.

1.2 INNOVATION AND IMPROVEMENT

- ▶ Proactively identify and make recommendations for educational and clinical service improvements in conjunction with the clinical skills and pathology teams, other senior staff and veterinarians.
- ▶ Contribute to continuous improvement across the Melbourne Veterinary School's clinical teaching activities.
- ▶ Participate in mandatory training in relation to the position, Faculty and University as directed.

COLLABORATION AND LEADERSHIP

- ▶ Build and foster strong working relationships with internal and external stakeholders and clients, at Melbourne Veterinary School, Greencross Veterinary Hospital at the University of Melbourne, Lost Dog's Home and any other clinical sites where this position is based.
- ▶ Collaborate with students and build strong working relationships to assist in their learning.
- ▶ Actively participate in team meetings and their outcomes as well as school-level meetings, including educational reviews and clinical governance, as required.
- ▶ Work within the team collaboratively and in consultation with relevant internal and external stakeholders.
- ▶ Provide veterinary nursing support as required and directed.

1.4 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.
- ▶ Comply with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5, including radiation safety legislation and codes of practice.
- ▶ 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.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a relevant Certificate IV in Veterinary Nursing (or equivalent) with relevant work experience. A Diploma of Veterinary Nursing is highly desirable.
- ▶ Experience of supporting training, education or development of students or staff in a veterinary setting.
- ▶ Well-developed organisational and time management skills with the ability to prioritise and meet competing demands and deadlines in a fast-paced environment.
- ▶ Proven ability to work autonomously, flexibly and effectively as part of a team to achieve goals and objectives.
- ▶ Well-developed interpersonal and communication skills with proven ability to build and maintain professional relationships with internal and external stakeholders and with people from diverse backgrounds.
- ▶ Proven ability to prepare accurate patient records, written correspondence and related tasks to a high standard, ensuring consistency and attention to detail.
- ▶ Demonstrated skills and experience in assisting with a range of clinical procedures in accordance with relevant policies and standard operating procedures.
- ▶ Proven ability to organise clinical spaces, including diagnostic suites, and to manage equipment, medicines and stock levels of consumables, including ordering from suppliers.
- ▶ Proven ability to work under general direction within established policies and Standard Operating Procedures in a busy environment.
- ▶ Proven experience in application of Occupational Health and Safety management systems and practices in a clinical setting

2.2 DESIRABLE

- ▶ Demonstrated experience working in a university or other multidisciplinary specialist veterinary hospital.
- ▶ Demonstrated experience of working in veterinary clinical skills training environments, including experience of supporting and mentoring student development and acquisition of clinical skills.
- ▶ Demonstrated experience of developing clinical skills training and assessment stations.

- ▶ Proven experience in using various systems including medical records management software such as RxWorks, or equivalent, and PACS software such as Synapse, or equivalent.

2.3 OTHER JOB RELATED INFORMATION

- ▶ As the Faculty of Science is located over several metropolitan and regional campuses, staff will be required to travel to, or work from, other sites and campuses as required. Current clinical sites where staff are embedded includes (subject to change based on curriculum requirements):
 - Greencross Veterinary Hospital at the University of Melbourne (Werribee)
 - Lost Dog's Home (North Melbourne)
- ▶ This position may be required to participate in the roster for out of hours' on-call work which covers nights, weekends, public and University holidays.
- ▶ 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
- ▶ This role will be expected to adhere to the external clinical site's policies and procedures.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Clinical Skills Support Nurse works under general direction of the Team Lead, Clinical Teaching Support with a degree of autonomy on day-to-day issues. The Clinical Teaching Support Nurse is required to liaise and work collaboratively with internal and external stakeholders across all levels, including other internal teams and the veterinarians and veterinary nurses working at site. This position will be responsible for providing instruction and supervising undergraduate students in the provision of clinical services as appropriate to the level of the role.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Clinical Skills Support Nurse will work within well-defined procedures and some diversified precedents. The position will be expected to use professional judgement and problem solve situations by interpreting standard operating procedures, policies and guidelines in selecting an appropriate solution. The position will be expected to demonstrate initiative and responsibility in organising and prioritising workload, applying sound reasoning to resolve administrative or technical problems on a day-to-day basis. The position will assist in identifying and implementing systems to improve the efficiency and effectiveness of service delivery.

The Clinical Skills Support Nurse must use their judgement to recognise when an animal's condition requires escalation to the relevant senior nursing staff or veterinarian for advice and/or assistance.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Clinical Skills Support Nurse will perform tasks requiring proficiency in the relevant work area's standard operating procedures, policies, guidelines, regulations and techniques.

This position will use sound judgement and knowledge in operating veterinary equipment including safe operation and radiation safety, decontamination and sterilisation procedures, and the ability to operate anaesthetic equipment and monitoring procedures.

The position will work collaboratively and in consultation with relevant stakeholders and will be expected to observe all hospital and University policies and procedures

3.4 RESOURCE MANAGEMENT

The Clinical Skills Support Nurse will have day to day oversight of equipment and materials required for student training sessions. The position will be responsible for managing their time flexibly and effectively to ensure efficient clinical case and inventory management, where they will effectively manage medical supplies and equipment necessary for educational and clinical activities. This responsibility will include coordinating orders and maintaining optimal stock levels to support the mission of delivering high-quality education.

3.5 BREADTH OF POSITION

The Clinical Skills Support Nurse position encompasses all aspects of veterinary nursing through hands-on clinical care, oversight of veterinary student-patient interactions and attending to other tasks as directed. This position is required to demonstrate effective communication and interpersonal skills that reflects strong customer focus and can elicit action and support without supervision within established policies and procedures. The position will be required to provide support to all clinical areas across the Greencross Hospital at the University of Melbourne, Lost Dog's Home and potentially other locations as well.

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 Advancing Melbourne strategy that addresses 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 desire to strive for excellence and reach the targets of Advancing Melbourne.

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:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

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

6. Other Information

6.1 MELBOURNE VETERINARY SCHOOL

<https://mvs.unimelb.edu.au/engage/clinical-services/veterinary-care-at-werribee>

The Melbourne Veterinary School is Australia's number 1 ranked veterinary school with a proud tradition of excellence in research, education, and leadership. The Melbourne Veterinary School has research strengths in animal diseases, zoonotic infectious diseases, production animal systems (including dairy and red meat) and animal welfare. The Melbourne Veterinary School provides the only professional entry veterinary medicine program in Victoria and covers a wide variety of undergraduate and postgraduate subjects across veterinary science with Australia's premiere graduate Doctor of Veterinary Medicine program, which is nationally and internationally accredited by VSAAC, RCVS and the AVMA COE.

<https://mvs.unimelb.edu.au/engage/clinical-services/veterinary-care-at-werribee>

In January 2023, Greencross Pet Wellness Company opened the Greencross Veterinary Hospital at the Werribee campus, providing 24-hour specialist and emergency care for patients, along with clinical rotations for the Doctor of Veterinary Medicine students.

The School is a central component of the Faculty of Sciences which has an outstanding international reputation for excellence and innovation in research, curriculum development and for links within industry, policy makers, other research institutes and the wider community.

6.2 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University's campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

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 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

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 <https://about.unimelb.edu.au/strategy/governance>