



POSITION DESCRIPTION

Veterinary Hospital
Faculty of Veterinary and Agricultural Sciences

Anaesthesia Coordinator Veterinary Nurse

POSITION NO	0011498
CLASSIFICATION	PCS4
SALARY	\$63,707 – \$67,613 per annum (pro rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
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	<p>Ms Robin Searson Tel +61 3 9731 2242 Email searson@unimelb.edu.au</p> <p>or</p> <p>Associate Professor Thierry Beths Tel +61 3 9731 2528 Email thierry.beths@unimelb.edu.au</p> <p><i>Please do not send your application to these contacts</i></p>

For information about working for the University of Melbourne, visit our website:

about.unimelb.edu.au/careers

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Position Summary

ABOUT THE POSITION

The Anaesthesia Coordinator facilitates high quality, efficient, timely support and coordination of animal care and case management within the Anaesthesia service within the University of Melbourne's Faculty of Veterinary and Agricultural Sciences', U-Vet Werribee Animal Hospital ("Hospital"); and leads, supervises and co-ordinates a team of dedicated Anaesthesia nurses to provide exceptional Anaesthesia nursing care and customer service.

The Anaesthesia Coordinator is the key contact person for the Anaesthesia Service for both internal and external stakeholders. The position liaises extensively with Hospital staff, students, company representatives and suppliers, as well as directing and training nursing staff and overseeing student/patient interaction. The position also inducts, teaches and assesses veterinary students during their rotation through Anaesthesia as well as sources and maintains equipment required by the service and ensures EHS compliance and strict isolation and biohazard control.

The incumbent is required to display a high level of professionalism, excellent customer service, and represent U-Vet and the Anaesthesia Service appropriately and effectively in their regular and timely interactions with the internal and external community.

The role is primarily based at the University of Melbourne's U-Vet Werribee Animal Hospital ("Hospital") at Werribee.

ABOUT US

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

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

- ▶ Ensure effective operation of the Anaesthesia service.
- ▶ Assume staff management, recruitment and development within the Anaesthesia service.
- ▶ Effectively lead and motivate staff.

- ▶ Act as the key contact person for the service and actively facilitate intersectional cooperation.
- ▶ Ensure timely, organised, efficient, high-level animal care, and best-practice veterinary anaesthesia nursing.
- ▶ Understand and practice advanced veterinary nursing techniques (for example: induce anaesthesia in compromised patients; provide patient monitoring via multi parameter patient monitors including the ability to interpret measurements and operate relevant equipment with minimal veterinary input, provide care for the ventilated patient, central venous line management, etc).
- ▶ Make sure all animals are handled safely and appropriately with gentleness, empathy and skill.
- ▶ Work within the legal parameters applicable to Veterinary Nurses in Australia.
- ▶ Ensure therapies, procedures and directives are delivered according to veterinary orders, senior staff instruction and hospital protocols, in a timely manner.
- ▶ Assist veterinarians with all stages of anaesthesia.
- ▶ Anaesthetise and maintain under anaesthesia ASA status 1-2 patients with minimal veterinary input.

1.2 PEOPLE MANAGEMENT

- ▶ Manage staff issues in a timely and fair manner within University of Melbourne Guidelines.
- ▶ Create an environment where staff can accelerate personal growth and work towards achievement of career goals including promotion.
- ▶ Model the behaviour expected of leadership in the University.

1.3 SUPPORT THE UNIVERSITY'S EQUITY AND DIVERSITY STRATEGY.INNOVATION AND IMPROVEMENT

- ▶ Proactively identify and develop opportunities for service improvements with other Hospital senior staff e.g. workflow improvements; pricing and charging efficiencies; inter-service cooperation engaged.
- ▶ Environmental hazards identified and resolved in consultation with senior staff in an apt time-frame. Records of a safe work environment maintained.
- ▶ Active participation in overarching Hospital matters and meetings.

1.4 COLLABORATION AND LEADERSHIP

- ▶ Collaborate with colleagues to ensure service outcomes and targets are met.
- ▶ Lead, mentor, manage as well as be a role model for staff and students.
- ▶ Contribute to student education
- ▶ Provide effective, professional communication with a diverse range of personnel maintaining collegial, professional relations at all times.

1.5 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 6.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity and others.
 - 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 all of the Selection Criteria in their application. Please refer to [Addressing Selection Criteria](#) for further information.

2.1 ESSENTIAL

- ▶ Completion of an applicable degree or diploma qualification as well as subsequent relevant work experience; or completion of Certificate IV in veterinary nursing and extensive relevant work experience gained in the veterinary industry.
- ▶ Demonstrated experience of successfully leading, managing and motivating staff.
- ▶ Established organisational skills demonstrated by the ability to meet deadlines, effectively balance competing demands and delegate tasks 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 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 an ability and willingness to learn new skills and take on new tasks and pursue professional and personal development.
- ▶ Basic knowledge of veterinary anaesthesia including the practical aspects of pharmacology, physiology and pathophysiological conditions relevant to patients presented for general anaesthesia.
- ▶ Demonstrable clinical skills and the experience necessary to be primarily responsible for the anaesthesia of ASA status 1 and 2 patients, and to assist with anaesthesia of ASA status 3-5 patients.
- ▶ Have an understanding of anaesthetic machines and monitoring equipment sufficient to conduct routine maintenance and replacement of parts when necessary.

2.2 DESIRABLE

- ▶ Personnel management and leadership qualification.
- ▶ Veterinary Technician Specialist (Anaesthesia) certification or similar qualification.
- ▶ Experience in or an understanding of the higher education sector.
- ▶ Demonstrated capacity to effectively deliver small group educational sessions.
- ▶ Familiarity with RxWorks (or equivalent) electronic medical record management software.

2.3 SPECIAL REQUIREMENTS

- ▶ 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.
- ▶ 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.
- ▶ 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.
- ▶ Annual leave is to be taken at mutually convenient times in accord with the requirements of the service and the Hospital.
- ▶ This role will be expected to adhere to Veterinary Hospital infection control guidelines.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

- ▶ This position operates under the relevant structure to facilitate management of staff, resources and service delivery within the designated unit.
- ▶ The Anaesthesia Coordinator must be capable of working independently in carrying out day-to-day tasks. The position requires a high degree of flexibility and a willingness to interact with other members of U-Vet. The Anaesthesia Coordinator will be provided with the means for direct contact, such as a mobile phone, and will be expected to respond in a timely manner.
- ▶ This position works collaboratively to ensure that optimal standards of nursing care, infection control and nursing competencies are maintained across U-Vet.
- ▶ There is a requirement for overseeing undergraduate students in the provision of all animal care as determined by the individual nurse's demonstrated competence.

3.2 PROBLEM SOLVING AND JUDGEMENT

- ▶ The Anaesthesia Coordinator is expected to use professional judgement to ensure animal health and welfare requirements and biohazard controls are maintained. The incumbent needs to demonstrate initiative and responsibility in organising their workplace and their workload applying sound reasoning to resolve administrative or technical problems on a day to day basis. The incumbent recognises when a situation or patient's condition is beyond their capabilities and when it is necessary to call a veterinarian for advice.
- ▶ The Coordinator will assist to identify and implement systems to improve the efficiency and effectiveness of service delivery in the Anaesthesia service.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ▶ The Anaesthesia Coordinator will require a sound working knowledge of the requirements of busy veterinary practice, together with experience in nursing animals with medical and surgical conditions, and demonstrated standards of excellence in all aspects of veterinary nursing. The appointee must possess excellent communication and organisational skills, and a high degree of competence and knowledge in relation to small animal husbandry and handling procedures.
- ▶ A well-developed understanding of working in a team environment is essential. The Anaesthesia Coordinator requires the ability to liaise effectively with people internal and external to the University.
- ▶ The incumbent is expected to be aware of, and observe, all Veterinary Hospital and University of Melbourne policies and procedures. The appointee is also expected to conduct themselves in an exemplary and professional manner at all times.

3.4 RESOURCE MANAGEMENT

- ▶ A methodical and structured approach to organisation and management of clinical cases, resources and workload is expected, utilising flexibility and initiative to manage tasks with consideration to their priority and the clinical caseload.
- ▶ The incumbent requires superior communication and interpersonal skills that reflect a strong customer service approach and can elicit action and support without supervisory responsibility.
- ▶ The Anaesthesia Coordinator will be responsible for individual time management and be expected to use initiative in prioritising work, balancing a range of tasks simultaneously and prioritising these efficiently. Where ever possible annual leave arrangements will be co-ordinated and negotiated within the section.

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 desire 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 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.

6.2 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>.

6.3 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.

6.4 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>