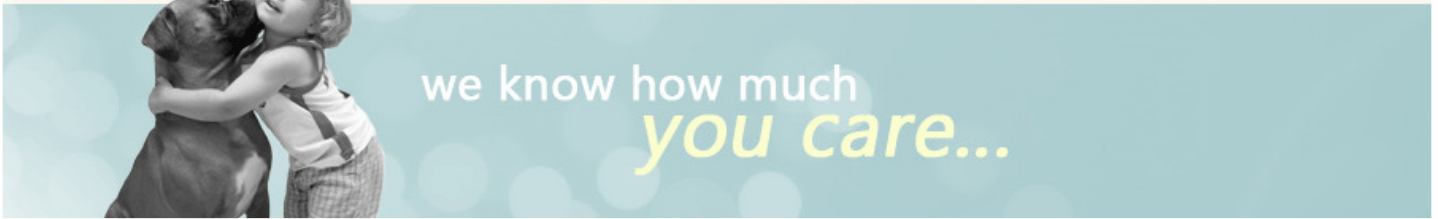


SENIOR/QUALIFIED VETERINARY NURSE – Level 4

Hospital Type	<i>Small Animal practice</i>
Job Purpose	<i>To ensure the practice offers excellent customer service to its clients at all times and has outstanding nursing skills</i>
Reports To	<i>Principal & Nursing Manager</i>
Statement of Responsibility	<i>The Qualified Nurse is responsible for the undertaking of these responsibilities under MINIMAL supervision and should be able to delegate, manage and monitor key tasks. This will also include training and supporting all nursing staff as required. This document represents a description of your role within the practice and the standards of performance expected of you.</i>

SUMMARY OF DUTIES

Key Duty	Responsibilities
1. Supervisory & Training Performance	1.1 Hospital Policy 1.2 Leadership & Training
2. Administration Performance	2.1 System Compliance 2.2 Inventory Control
3. Surgical Nursing Performance	3.1 Surgical Equipment 3.2 Surgical Patient Care 3.3 Communication
4. Medical and General Nursing Performance	4.1 Pathology 4.2 Veterinary Nursing Care 4.3 Radiographic Procedures and Routines 4.4 Specialised Medical & Oncology Routines 4.5 Emergency and Critical Care
5. Reception and Client Care Performance	5.1 Animal Care Advise 5.2 Patient and Client Record keeping 5.3 Scheduling - Surgical 5.4 Communication 5.6 Dispensing
6. Operational Functions Performance	6.1 Hospital Hygiene 6.2 Hospital Security and Safety 6.3 Hospital Maintenance



<p>7. Personal Conduct Performance</p>	<p>7.1 Communication 7.2 Problem Solving 7.3 Job Fit 7.4 Personal Presentation 7.5 Confidentiality 7.6 Continuing Education</p>
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KEY DUTY 1
Supervisory & Training Procedures
** To undertaken in consultation with Partners and Nursing Manager*

1.1 Hospital Policy
<ul style="list-style-type: none"> Assist in development and review of relevant hospital policies and procedures with Partners, Nursing Manager, and other internal and external persons in all areas of hospital. Ensures nursing staff complies with policy.
1.2 Training
<ul style="list-style-type: none"> Supervise and coach veterinary nurses in line with hospital role descriptions as directed. Ensures all training incorporates use of hospital policies and procedures. Supports Nursing Manager with induction program for new nurses is undertaken as per hospital requirements in line with policies and procedures. Ensures actions are taken to develop good teamwork and morale.

KEY DUTY 2
Administration Procedures

2.1 System Compliance
<ul style="list-style-type: none"> Supports the Nursing Manager to ensure policies and procedures are maintained and trained throughout team.
2.2 Inventory Control
<ul style="list-style-type: none"> Ensures regular inventory of supplies is taken as per policy and procedures/as directed.
2.3 Office Routines
<ul style="list-style-type: none"> Ensures hospital proforma's are accurately prepared in consultation with veterinarian Ensures computer is backed up as policy and procedures/as directed



KEY DUTY 3
Surgical Nursing

3.1 Surgical Equipment

- Ensures routine packs and surgical equipment are selected, prepared and sterilised for specific procedures as per policy and procedure/as directed and duty veterinarian requirements.
- Ensures operating table and environs are cleaned and disinfected in line with policy and procedure/as directed pre and post operatively.
- Ensures all theatre equipment, linen and environs are cleaned and maintained to hospital standards.
- Organise staff support as required and ensures surgery schedules are prepared in consultation with duty veterinarian.

3.2 Surgical Patient Care

- Ensures animal intakes and pre-operative procedures are carried out as instructed and as per policy and procedure/as directed.
- Undertakes preparation of animal for specific procedures according to policy and procedure/as directed and as instructed.
- Performs, under the legislatively required supervision, anaesthesia on patients including establishment of I/V lines and all monitoring devices and instrumentation as directed by the veterinarian and as required.
- Monitors and records patient status, whilst undergoing pre-medication, anaesthesia, surgery and recovery as per policy and procedure/as directed.
- Ensures first aid procedures on patient are carried out as directed
- Undertakes post-operative patient plan programs in line with veterinarian's instructions.

3.3 Communication

- Ensures patient progress is communicated to staff and clients as per policy and procedure/as directed and veterinarians available to confer with client as required.

KEY DUTY 4
Medical and General Nursing Performance

4.1 Pathology

- Ensures relevant samples are collected and placed in the correct and appropriately labelled containers
- Conducts haematological, blood and other specific laboratory tests as required and ensures results are recorded accurately and communicated to client, veterinarians and veterinary nurses as per policy and procedure/as directed.
- Ensures all equipment is cleaned and maintained in line with policy and procedure/as directed.
- Demonstrates knowledge of usage of various laboratory tests, patient care and positioning.

4.2 Veterinary Nursing Care

- Undertakes daily treatments, routines and nursing care of patients as per policy and procedure as directed &/or as advised by duty veterinarian.
- Documents patient vital signs and observes condition of patients as per policy and procedure/as directed.
- Maintains a high level of hygiene in kennel/cattery, taking into account isolation procedures and appropriate disinfection usage.
- Demonstrates compassionate, empathetic and caring approach to all patients.
- Ensures safe handling techniques of animals are utilised by all staff in line with policy and procedures (OHS).



- Ensures pain management techniques are identified for animals if required and communicated to duty veterinarian.
- Ensures clients are clearly informed of patient status and progress, condition and after care utilising the specific client information forms and hospital policy and procedures/as directed by the case veterinarian.
- Undertakes admission and discharge of patients in line with policy and procedures/as directed

4.3 Radiographic Procedures and Routines

- Ensures radiographic environment, equipment and patient are prepared as per policy and procedures/as directed.
- Ensures safety procedures are followed according to occupational health and safety legislation by utilising the provided radiation monitors, aprons, gloves and thyroid shields.
- Undertakes radiographs and other imaging techniques as directed (if hold current license)
- Ensures radiographic environment and equipment are cleaned, maintained and chemicals disposed of as per policy and procedures/as directed
- Ensures appropriate radiographic resources are accurately recorded as per policy and procedures/as directed.

4.4 Specialised Medical & Surgical Oncology Routines

- Prepares equipment and instruments for specific procedures such as Ultrasound and catherisation as per policy and procedures/as directed.
 - Ensures equipment and instruments are cleaned and maintained in line with policy and procedures/as directed
 - Ensures patients are prepared, cleaned and nursed in line with policy and procedures/as directed by duty veterinarian.
- REMOVE ONCOLOGY

4.5 Emergency and Critical Care

- Ensures first aid and critical care support is provided and applied to patient when required and under the direct supervision of the duty veterinarian.
- Ensures equipment and emergency stocks are checked, maintained and tested in line with policy and procedures/as directed.

KEY DUTY 5

Reception and Client Care Performance

5.1 Animal Care Advice

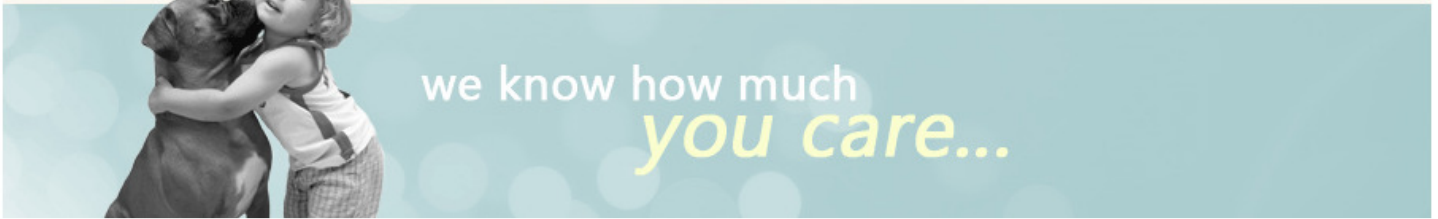
- Provide advice to clients in line with policy and procedures/as directed and utilising the relevant "client handout sheets".
- Ensures communication with clients is undertaken in line policy and procedures/as directed on areas such as:
 - Client Complaint (Update)
 - Grief Support
 - Poisons Law
 - After Care of Patients
 - Common Ailments
 - Nutrition
- Provides hospital, pre-operative and post-operative care advice in consultation with duty veterinarian.
- Supports the process of admission and discharge of patients in line with policy and procedures/as directed.

5.2 Patient and Client Record Keeping

- Ensures all patient and client records are maintained, updated and accurately recorded according to policy and procedures/as directed.

5.3. Scheduling

- Ensures work schedules are prioritised and planned to support the staff as per policy and procedures/as directed.



5.4 Communication

- Supports the duty veterinarian and fellow veterinary nurses by communicating patient and client details when necessary and recording treatments administered as required in line with policy and procedures/as directed.

5.5 Customer Service

- Ensures that hospital standards as detailed in the policy and procedures manual are adhered to.
- Ensures all client transactions are undertaken in line policy and procedures/as directed
- Ensures all client complaints are handled as per policy and procedures/as directed

5.6 Dispensing

- Ensures that all veterinary chemicals and medicines dispensed by veterinarian are recorded in line with policy and procedures/as directed and relevant legislative requirements.

KEY DUTY 6
Operational Functions Performance

6.1 Hospital Hygiene

- Ensures hospital hygiene is undertaken in line with policy and procedures/as directed.

6.2 Hospital Security and Safety

- Complies with policy and procedures in entering and exiting the premises.
- Complies with legislative requirement in handling biological waste, syringes, sharps and medicine.
- Complies with policy and procedures (OHS) with handling, storing, using and transporting hazardous substances.
- Ensures compliance by all staff of occupational health and safety legislation and hospital policy.
- Undertakes appropriate training in all areas of hospital occupational health and safety, and policy is carried out by each member of staff.
- Ensures all equipment is checked for safety according to policy and procedures/as directed.
- Ensures emergency policy is adhered to in cases of accident and emergency.

6.3. Hospital Maintenance

- Ensures all equipment is regularly serviced and repaired as per manual recommendations.

KEY DUTY 7
Personal Conduct Performance

7.1 Communication

- Demonstrates a high degree of concern for achievement of hospital policies and procedures
- Demonstrates effective oral and written skills.
- Maintains an exemplary degree of professionalism with clients, suppliers and all staff at all times by actively undertaking positive communication during all interactions..
- Demonstrates ability to adapt communication style in groups and individual situations.
- Supports fellow co-workers by undertaking extra tasks as necessary to ensure the daily work routines are completed.



7.2 Problem Solving
<ul style="list-style-type: none">• Supports training veterinary nurses in problem solving techniques with the hospital.• Ability to respond to problematic situations promptly and develop possible solutions to discuss with the Principal• Demonstrates ability to positively and proactively implement change
7.3 Job Fit
<ul style="list-style-type: none">• Demonstrates punctuality and reliability• Stays busy without direct supervision• Performs all assigned tasks and procedures efficiently and in a timely manner
7.4 Personal Presentation Performance Criteria
<ul style="list-style-type: none">• Ensures that personal presentation is always as per policy and procedure/as directed.
7.5 Confidentiality Performance Criteria
<ul style="list-style-type: none">• Ensures that confidentiality is upheld pertaining to clients, colleagues and referring veterinarians as per policy and procedure/as directed.
7.6 Continuing Education
<ul style="list-style-type: none">• Maintains competency in key areas of nursing as required by management