

## Position Description

POSITION DETAILS	
<b>Position Title</b>	Veterinary Nurse - Prevention
<b>Position Classification</b>	Certified – Level 3.2
<b>Department &amp; Business Unit</b>	Prevention, Community Outreach
<b>Manager</b>	Community Outreach Manager
<b>Organisational Context</b>	<p>RSPCA Victoria is a non-government, community-based, not-for-profit organisation whose vision is 'ending cruelty to all animals'. We are Victoria's best-known and most respected animal welfare organisation.</p> <p>Our organisation's purpose is, with the community, to achieve outstanding animal welfare through education, advocacy, and animal care and protection. RSPCA Victoria's values – clarity and accountability, respect and consideration, and expertise and collaboration – set clear expectations for all our staff and volunteers as they work together, and with the community.</p>
<b>Position Purpose</b>	To assist the Community Outreach team in delivering veterinary services including desexing. As a Veterinary Nurse, you are responsible for supporting the veterinarians in providing the highest level of treatment and care for all patients.

### POSITION RESPONSIBILITIES

Carry out all nursing tasks independently including (but not limited to):

- Surgical nursing including preparation of animals for surgery, anaesthetic monitoring, recovery post-surgery and administer medications as directed by the Veterinarian.
- Admit and discharge patients ensuring owners are given important information in a way they can understand.
- Communicate concerns to the Veterinarians promptly.
- Deliver a high standard of cleanliness including disinfecting all areas and equipment post-surgery and discharge.
- Complete all administration tasks to a high standard demonstrating attention to detail.
- Monitor stock control and advise Prevention Veterinarian of any ordering requirements.
- Provide general animal care, including feeding, cleaning, exercising of animals in care, without requiring any veterinary supervision or requiring additional assistance.
- Contribute to a positive and inclusive work environment by effectively communicating and working collaboratively with peers across all departments, and consistently behaving in accordance with the RSPCA Victoria values and associated policies.
- Takes reasonable care for the safety of oneself and others, whilst contributing to safe work practices at RSPCA Victoria by knowing and complying with all WH&S policies and procedures.



POSITION COMPETENCIES				
	Capability	Level	Description	
<b>Competencies</b>	<b>People Leadership</b>	<b>Direction &amp; Support</b>	Is approachable, listens and effectively communicates and collaborates, enabling the team to achieve tasks and responsibilities.	
	<b>Activity &amp; Results Focus</b>	<b>Results &amp; Initiative</b>	Brings plans to life and ensures goals are met or exceeded where possible.	
	<b>Knowledge &amp; Communication</b>	<b>Adds Clarity</b>	Provides personal expertise and relevant information to enable sound evidence-based decision making.	
	<b>Relationships</b>	<b>Builds &amp; Maintains</b>	Build and maintain positive relationships across RSPCA Victoria, with a focus on achieving organisational goals.	
	<b>Personal Leadership</b>	<b>Walks the Talk</b>	Role models RSPCA Victoria's values, self-aware, seeks feedback and is open to new ideas and opportunities.	
	<b>Technical</b>	<b>Animal Handling and Behaviour</b>		Effectively work with animals to provide quality care, enrichment, hygiene and husbandry to contribute to the best possible welfare outcomes for animals in our care.
		<b>Animal Health and Rehabilitation</b>		Qualified and capable to perform veterinary nurse tasks.
		<b>Clinic Operations</b>		<p>Understands and adheres to all relevant ethical guidelines and standard operating procedures and work instructions to ensure work practices are consistent with the Australian Veterinary Association (AVA) and other organisational and legislative requirements.</p> <ul style="list-style-type: none"> <li>• Strong understanding of relevant legislation, policies and procedures.</li> <li>• Prepare for and perform clinical procedures as well as support to clients.</li> <li>• Monitoring patient anaesthesia.</li> <li>• Performing post-operative procedures.</li> <li>• Monitor clinical signs of patients.</li> <li>• Meet animal health and welfare legislative requirements.</li> <li>• Patient/client record management in line with privacy legislative requirements.</li> <li>• Maintain registration as a veterinary nurse.</li> </ul>

POSITION REQUIREMENTS	
<b>Required</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Veterinary Nursing (or equivalent) is required.</li> <li>• Excellent surgical nursing skills.</li> <li>• Be able to demonstrate a sound knowledge of animal husbandry.</li> <li>• The ability to work within a team environment including the ability to develop the capability of less experienced team members.</li> </ul>



<b>Desirable</b>	<ul style="list-style-type: none"><li>• Ability to plan and organise tasks to ensure all essential tasks are completed in a timely fashion.</li><li>• Ability to prioritise tasks efficiently and utilise down time appropriately.</li><li>• RECOVER CPR certification.</li><li>• High volume desexing surgical experience.</li><li>• Experience working with community groups and/or more vulnerable people.</li><li>• The ability to work outside of normal business hours and weekend work, when required.</li></ul>
<b>Recruitment Requirements</b>	<ul style="list-style-type: none"><li>• Valid driver's license.</li><li>• Current tetanus vaccination.</li></ul>

