

POSITION DESCRIPTION



POSITION TITLE:	Veterinary Nurse
LOCATION:	As per individual employment agreement
REPORTS TO:	As per individual employment agreement
DIRECT REPORTS:	N/A

PURPOSE: To act as a key member of the veterinary team, providing Veterinary Nursing knowledge and guidance as appropriate. To ensure that all animals under the care of the SPCA are treated and cared for to the highest standards by providing effective and efficient vet nursing practice.

Provides professional standards of animal care and treatment throughout the centre and for all animals under the care of the SPCA.

Provides vet services that are consistent with the 5 freedoms and promote animal welfare for all animals in the care of SPCA.

Implement 'best practice' animal care policies, procedures and practices within allocated resources available.

KEY ACCOUNTABILITIES:	KEY RESPONSIBILITIES:
<p>1. Operational Duties</p> <ul style="list-style-type: none">• During the normal working hours (unless prevented by ill health or accident and except during holidays) devote the whole time, attention and abilities in carrying out duties as follows:<ul style="list-style-type: none">○ Honestly and faithfully serve the Employer, giving it the full benefit of your experience and knowledge.○ Use your best endeavors to promote, develop and extend the Employer's interest and reputation and not to do anything to its detriment.○ The Veterinary Nurse will show a willingness to attend enthusiastically and effectively to all circumstances which should arise with animal welfare tasks and attend to any other duties that may be required from time to time.	<ul style="list-style-type: none">• Proactively contribute to the work of the Veterinary Care Team generally.• The Veterinary Team is a harmonious environment with staff conducting their duties in an efficient, friendly and tidy manner.• The Head Veterinarian is kept informed in a timely manner of all relevant staff and animal welfare operational issues for which the Head Veterinarian is accountable. Risks are highlighted and managed at an early stage.• At all times, animals in SPCA care receive timely and consistent high level of care.• All animals consistently receive accurate and timely medical intervention in consultation with Veterinary staff.• Attends regular mentoring and training as requested by line manager.• Communicated effectively with all SPCA staff and volunteers ensuring animal welfare standards are maintained at the centre and in foster.• Promotes and represents the SPCA in a professional manner at all times.

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<ul style="list-style-type: none"> • Maintaining effective working relationships with all Centre staff • Attend to all operational duties assigned by the Practice Manager. • Ensure all reporting is completed in a timely manner to the Practice Manager. This is to include but not limited to; workload and statistics. • Provides assistance to SPCA Veterinarians as requested. 	<ul style="list-style-type: none"> • Ensure all documentation and reports are completed in a timely, accurate and professional manner at all times. • Work with animal owners to educate them on the well-being and welfare of animals as appropriate. • Supports and adheres to the principles of animal welfare as stated by the SPCA. • As a key member of the team, assist to ensure that every staff member is supported by the work you carry out and that your contribution to the overall staff attitude is a positive one. • Provides support to animals in transition to, within or exiting the SPCA.
<p>2. Veterinary Nursing duties</p> <ul style="list-style-type: none"> • Carries out Veterinary Nursing duties as a part of the vet team, ensure all practices are carried out in line with the SPCA's professional standards. • Animal health and hygiene practices are implemented. • Ensures a high professional standard for all vet nursing and interventions 	<ul style="list-style-type: none"> • Complies with all professional requirements and training to maintain registration as a Veterinary Nurse. • Veterinarians are notified of animals that require urgent assessment or follow up appointments. • Provides assistance with the appropriate preparation of the surgical environment including instruments and drapes. • Provides assistance to Veterinarians with anaesthetics, treatment and surgical procedures. • Ensures best practice standards for Veterinary Nursing practices are achieved through the SPCA. • To participate in animal welfare initiatives promoted by the SPCA in full support of the policies extrapolated by the SPCA and assist in the development of such policies. • Implements standards for animal care and ensures these are consistently provided and reported regularly. • Contributes towards the development and implementation of policies and procedures to ensure effective Infection Control Practices in the SPCA Canterbury centre. • To support and adhere to the principles of animal welfare as stated by the SPCA. • Implement SPCA policies, procedures and practices. • Provides appropriate Veterinary Nursing assessments. • Ensure all animal interventions are performed in a safe and professional manner, ensuring both staff and animals are safe at all times. • Acts within delegated levels of authority.

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<p>3. Education / Promotion of SPCA brand</p> <ul style="list-style-type: none"> • Educate and offer advice and literature to owners / carers of animals which seeks to improve or maintain welfare of animal(s) and prevent and alleviate suffering. • Present and promote the work of SPCA in all interactions with members of the public in order to improve the branch's profile and potential financial support. 	<ul style="list-style-type: none"> • Members of the public / animal owners and carers are consistently given good advice and appropriate information which seeks to improve or maintain welfare of animal(s), whilst maintaining the image of the society as a caring organisation. • Positive feedback regarding SPCA is consistently received where anticipated. • SPCA 'brand' is protected and promoted at all times.
<p>4. Personal and Continuing Education</p> <ul style="list-style-type: none"> • Develops and maintains professional vet nursing skills and capabilities • Keeps abreast of the latest developments in Shelter Medicine. 	<ul style="list-style-type: none"> • Participates in vet nursing groups and other relevant professional bodies that will assist with providing on-going professional development in 'best practice' vet nursing. • Maintains an up to date view on the latest issues in vet nursing practice especially Shelter Medicine and nursing practices. • Carries out research to improve nursing practices as requested by Practice Manager.
<p>5. Inspectorate Duties</p> <ul style="list-style-type: none"> • To provide professional support as requested for the efficient and effective operation of animal welfare prosecutions by the SPCA. 	<ul style="list-style-type: none"> • Complete animal assessments and care as appropriate and in a timely manner for the purpose of prosecution under the Animal Welfare Act 1999. • Attend court cases pertaining to prosecutions under the Animal Welfare Act 1999 as requested by the SPCA.
<p>6. Actively contributes to Health & Safety</p>	<ul style="list-style-type: none"> • Ensures that a safe and healthy working environment is maintained at all times. • Complies with Health and Safety legislation and regulations. • Takes responsibility for your own health and safety and ensures no action or inaction on your own part harms others in the workplace. • Contributes towards the development and implementation of policies and procedures that ensure compliance with the Health and Safety at Work Act (2015). • Is aware of and can identify hazards and risks to which the organisation may be exposed and takes appropriate action accordingly. • Has knowledge of and is able to apply emergency procedures.
<p>7. Volunteer and Student Support and Supervision</p>	<ul style="list-style-type: none"> • Ensures safety, support and wellbeing of Volunteers and Students working in your team • Ensures Volunteers' and Students' duties and tasks are carried out in a safe and appropriate manner

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	<ul style="list-style-type: none"> Ensures professionalism and respect in all interactions with SPCA Volunteers and Veterinary Medicine Students.
8. Other Duties	<ul style="list-style-type: none"> Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or the functions of the position. Duties and responsibilities can be amended from time to time by the Practice Manager to meet any changing condition. Assist the Practice Manager in the compilation of monthly and annual reports and projects required. Ensure all immediate needs of SPCA Canterbury centre are maintained as required and acknowledging that priorities may change from time to time. Ensure all reporting of activity is accurately captured and available. Establish effective working relationships with other SPCA centres and as directed, develop the capacity and capability of other branches in line with local and national expectations. Receives direction from line managers in a gracious, cooperative and professional manner and consistently shows support for same.

INTERNAL FUNCTIONAL RELATIONSHIPS:

- Practice Manager
- Head Veterinarian
- Local and national SPCA veterinary staff
- All staff and Volunteers in SPCA
- Centre and Area Managers

EXTERNAL FUNCTIONAL RELATIONSHIPS:

- Animal Welfare Agencies
- Animal Management
- MPI
- Animal Rescue groups
- After Hours Veterinary Service
- ARA staff and students
- Members of the Public

PERSON SPECIFICATION:

Qualifications, Skills, Knowledge and Experience

- Fully qualified Veterinary Nurse with experience in clinical practice
- Experience and efficiency in both surgical and medical nursing both routine and non-routine
- Full, clean driver's licence
- Physically able
- Competent in Veterinary Nursing practice
- Understanding of Shelter Medicine or the ability and drive to learn about Shelter Medicine

Personal Attributes

- A commitment to high quality work and professionalism

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- Highly organised with the ability to prioritise, multi task and meet expected deadlines
- Attention to detail
- Ability to work effectively without supervision
- Ability to manage confidential information with responsibility and integrity
- Ability to manage stress and handle emotional situations while retaining empathy
- Able to make sound, informed decisions based on animal welfare
- Excellent written and oral communication skills
- Is professional and works collaboratively with all members of staff, including Volunteers.
- Proactive and able to manage workload

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