

## POSITION DESCRIPTION



**POSITION TITLE:** Veterinary Nurse

**LOCATION:** Mangere, Auckland

**REPORTS TO:** Head Vet Nurse

**DIRECT REPORTS:** N/A

### **PURPOSE:**

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

Ensures that all visitor interactions at the SPCA village are positive and professional and encourage customers to engage with and support the organisation on an on-going basis.

<b>KEY ACCOUNTABILITIES:</b>	<b>KEY RESPONSIBILITIES:</b>
1. Actively participates as a member of the Hospital Team to ensure that all functions are completed professionally and consistent with SPCA policies and procedures.	<ul style="list-style-type: none"><li>• Ensures that animals are treated and cared for to the highest standards of performance.</li><li>• Participates as a high performing team member, adhering to SPCA policies and procedures at all times.</li><li>• Attends regular mentoring and training as requested by line manager.</li><li>• Communicates effectively with all SPCA staff and volunteers ensuring animal welfare standards are maintained at the SPCA.</li><li>• Assists in other areas of the Hospital department, supporting team members when required, including reception/customer service tasks.</li></ul>
2. Ensures a high professional standard for all vet nursing practices and interventions.	<ul style="list-style-type: none"><li>• Veterinarians are notified of animals that require urgent assessments or follow up appointments.</li><li>• Complies with all professional requirements and training to maintain registration as a vet nurse.</li><li>• Promotes and represents the SPCA in a professional manner at all times.</li><li>• Participates in animal welfare initiatives promoted by the Society.</li><li>• Maintain relationships with relevant professional bodies that will assist with providing on-going professional development in 'best practice' vet nursing.</li></ul>

	<ul style="list-style-type: none"> <li>• Provide appropriate vet nursing assessment and interventions for emergency situations.</li> <li>• Ensure all animal interventions are performed in a safe and professional manner, ensuring both staff and animals are safe at all times.</li> <li>• Ensure all documentation and reports are completed in a timely, accurate and professional manner at all times.</li> <li>• Work with animal owners to educate them on the well-being and welfare of animals as appropriate.</li> <li>• Supports and adheres to the principles of animal welfare as stated by the society.</li> <li>• Ensures the achievement of negotiated team and individual KPI's.</li> </ul>
3. Provides assistance to SPCA veterinarians as requested.	<ul style="list-style-type: none"> <li>• Provides assistance with the appropriate preparation of the surgical environment including instruments and drapes.</li> <li>• Provides assistance to veterinarians with anaesthetics, treatment and surgical procedures.</li> <li>• Provides support to animals in transition to, within or exiting the SPCA.</li> </ul>
4. Supports process improvement groups and projects across the organisation to improve organisational performance.	<ul style="list-style-type: none"> <li>• Actively participates in these groups and works collaboratively with all members of staff to achieve goals.</li> <li>• Carries out project work as requested.</li> </ul>
5. Implements health and safety practices within the hospital and village, including animal health and hygiene.	<ul style="list-style-type: none"> <li>• All health and safety practices are complied with as per SPCA policy and procedure.</li> <li>• Assists in the development, implementation and communication of standards for animal care and ensures these are consistently provided and reported on as required.</li> <li>• Supports student s and volunteers in following all health and safety practices and ensuring high standards of animal hygiene.</li> </ul>
6. Ensures all health and safety requirements are met.	<ul style="list-style-type: none"> <li>• Ensures compliance with the <a href="#">Health and Safety Act 2015</a> by: <ul style="list-style-type: none"> <li>▪ taking reasonable care of your own health and safety and ensure that you don't cause harm to others</li> <li>▪ complying with all health and safety instructions, policies or procedures, including but not limited to; <ul style="list-style-type: none"> <li>○ reporting incidents and unsafe practices as soon as they occur</li> <li>○ identifying risks, reporting them and taking appropriate action to mitigate them</li> <li>○ knowledge, and compliance of, emergency procedures</li> <li>○ completing mandatory training within the required timeframes</li> </ul> </li> </ul> </li> </ul>
7. Develops and maintains professional vet nurse skills and capabilities.	<ul style="list-style-type: none"> <li>• Keeps up to date with modern vet and nursing practices.</li> </ul>

	<ul style="list-style-type: none"> <li>Carries out research to improve nursing practices as requested by the Head Nurse.</li> </ul>
8. Participates as a professional and constructive member of the Auckland Veterinary Team	<ul style="list-style-type: none"> <li>Attends team meetings as required.</li> <li>Contributes towards the achievement of strategic and operational goals of the SPCA.</li> <li>Acts professionally and non-judgmentally. Embodies the SPCA values and strives to achieve the SPCA Mission.</li> </ul>
9. Volunteer Support.	<ul style="list-style-type: none"> <li>Ensures safety, support and wellbeing of volunteers working in your department</li> <li>Ensures duties and tasks being carried out by volunteers are being carried out in a safe and appropriate manner</li> <li>Professional in all interactions with SPCA volunteers</li> </ul>
10. Carries out other duties as required from time to time.	<ul style="list-style-type: none"> <li>Flexibility to provide vet nursing services in other areas within the SPCA as required.</li> <li>Provides support and assistance to SPCA events and campaigns as requested.</li> <li>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 Employer to meet any changing condition.</li> </ul>

#### **INTERNAL FUNCTIONAL RELATIONSHIPS:**

- All SPCA staff and Management
- Volunteers and students

#### **EXTERNAL FUNCTIONAL RELATIONSHIPS:**

- Other Animal Welfare Agencies
- Members of the Public
- Educational facilities specialising in vet nursing and animal health training

#### **PERSON SPECIFICATION:**

##### ***Qualifications and Experience***

- Fully qualified Veterinary Nurse with experience in clinical practice.
- Experience of a working within a busy successful team adhering to tight timeframes.
- Full, current New Zealand driver's licence.

##### ***Skills and Knowledge***

- Understanding of Shelter Medicine or the ability and drive to learn about Shelter Medicine.
- Analytical thinking and problem solving.
- Good inter-personal skills - ability to build rapport with staff, stakeholders and suppliers.
- Sound computer skills including the use of e-mail, internet and Microsoft Office applications.

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### ***Personal Attributes***

- A commitment to high quality work and professionalism.
- Highly organised with the ability to prioritise, multi task and meet expected deadlines.
- Ability to manage confidential information with responsibility and integrity.
- Ability to manage stress and handle emotional situations while retaining empathy.
- Excellent written and oral communication skills.
- Motivated and enthusiastic to make a difference.
- Ability to work collaboratively with all members of staff, including Volunteers.
- Able to carry out the physical aspects of the job.

