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| HR | Success Profile  | Image of Guide Dogs logo - the words Guide Dogs and a full stop. |

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| Role | Veterinary Nurse |
| Reports to | Veterinary and Breeding Services Manager |
| Location | Glossodia |
| Manages / Supervises | N/A |
| Date revised | November 2021 |

## PURPOSE OF THE JOB:

* To provide vet nursing assistance to the Guide Dogs Centre Veterinarian.
* To ensure appropriate care of dogs, including feeding, watering and toileting.
* To ensure the kennel environment is maintained to high level of hygiene.

**KEY ACCOUNTABILITIES**:

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| Key Result Area |  |
| VETERINARY NURSE SERVICES | JOB HOLDER IS SUCCESSFUL WHEN: |
| Surgical Support | * The Veterinarian is provided with appropriate assistance during veterinary radiographic and surgical procedures.
* Blood and urinary tests for the Veterinarian are completed as required.
* General nursing tasks, including pre and post-operative care are completed.
* Anaesthetised animals are monitored appropriately.
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| Vet Hospital Management | * The servicing of Anaesthetic Vaporisers, Autoclave machine and all other veterinary equipment in the Vet Hospital are completed as required.
* There is enough oxygen for surgeries and liquid nitrogen for the storage of our Semen.
* All equipment associated with the Vet Hospital is maintained and in good working order.
* All essential medication including controlled drugs are available as required.
* The hospital runs at maximum productivity with a consistent flow of surgeries, consultations and health assessments for the veterinarian.
* Appointments with other Veterinary hospitals are scheduled for specialist/emergency care as required and the transportation of dogs are coordinated with the Kennel Manager and run smoothly.
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| Administration and Records | * Records and equipment for personal radiation monitoring tags are maintained as per Australian Government regulations.
* Veterinary records (electronic and hard copy) are up to date and accurate.
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| Information Sharing | * Kennel Manager is kept informed about staffing requirements for breeding services.
* Interactions with colleagues and other stakeholders is in accordance with the company values.
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| Key Result Area |  |
| KENNEL SERVICES | JOB HOLDER IS SUCCESSFUL WHEN: |
| Dog Care  | * Dogs are fed, watered and toileted as required.
* Dogs are bathed and groomed regularly.
* Dogs are handled appropriately and behaviour supervised.
* Dogs are transported safely as required.
* Health treatment plans are followed and any other specific requirements for individual dogs.
* Health records for individual dogs are up to date and accurate.
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| Kennel Maintenance | * All kennel areas and associated equipment are maintained properly and kept clean.
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| Promotion of GDC | * Volunteers and placement students are provided with appropriate instruction and guidance in their duties.
* Assist in promotional, fundraising and educational forums conducted at the Guide Dogs Centre.
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**NOTES**:

* Perform other related duties as required.
* Participate in personal development opportunities.
* Keep informed on company procedures and policies.
* Conduct all activities in a manner consistent with the Workplace Behaviour Policy.

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| Additional Accountabilities | JOB HOLDER IS REQUIRED TO: |
| WH&S Responsibilities | * Follow Guide Dogs NSW/ACT WH&S policy, procedures and rules, and follow safe work practices.
* Participate in team meetings to discuss workplace health safety in the department.
* Report any hazards and incidents as soon as possible, whether or not someone was injured.
* Participate in WH&S activities such as training, inspections, investigations, evacuation drills, WH&S meetings and risk assessments as required.
* Ensure that anything which is provided in the interests of workplace health and safety is not misused or interfered with.
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| Values | * Demonstrate and promote the GDN values:
* Lead with Head and Heart
* Never stop exploring
* Walk the talk
* Lift each other
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KNOWLEDGE AND EXPERIENCE REQUIRED TO BE SUCCESSFUL IN THE ROLE:

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| Essential | Desirable |
| * Qualifications of Veterinary Nurse Certificate IV with demonstrable experience is highly desirable.
* Good dog handling skills and ability to demonstrate effective leadership and control over dogs.
* Good understanding of and competency in Veterinary databases, Microsoft Word, Excel and Outlook, with strong attention to detail.
* Ability to competently handle dogs of all ages and at various levels of training.
* Enthusiasm, energy and the ability to demonstrate a high level of initiative, while still being able to work under direction.
* Good communication and interpersonal skills, and the ability to communicate sensitively and respectfully with a broad range of stakeholders.
* Ability to be flexible, adapt to varying workloads, and to effectively manage multiple tasks.
* The ability to follow through with all tasks – reliable and accountable.
* Ability to work well within a team, as well as independently, assuming responsibility for nominated tasks.
* Mature and professional approach and presentation.
* Hold a drivers licence as recognised in the state of NSW in order to transport dogs.
* Able to manage the physical demands and inherent requirements of the job and complete the tasks and duties as stated.
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