



Position Description

Position Title: Veterinary Nurse

Department: Guide Dog Services

Reports to Position: Breeding and Veterinary Care Manager (BVCM)

Direct Reports: Nil

Guide Dogs Queensland Values

All employees are required to conduct all activities in a manner consistent with our CARES values:

C – Committed

A – Accountable

R – Respectful

E – Ethical

S – Successful

NDIS Risk Assessed Role

Managers to complete risk assessment – please select:

Key Personnel Role ☐ Yes ☒ No

Delivery of support/services to clients ☐ Yes ☒ No

More than incidental contact with clients ☐ Yes ☒ No

Position Overview

The Veterinary Nurse works with our Breeding and Veterinary Care Manager, to ensure the health and welfare of our dog colony is maintained at the highest standard.

The Veterinary nurse is an experienced veterinary nurse, competent in all areas of veterinary operations, from clinical administrative tasks to nursing for routine and non-routine surgeries.

The role works closely with other team members within the Guide Dog Services team, especially the Canine Development Coordinators to facilitate a streamlined canine function.

Essential Functions and Responsibilities

- Assist the BVCM during examinations, consultations and medical treatments.
- General surgical nursing duties, from patient admissions, theatre setup, anaesthetic monitoring, patient recovery and surgical instrument cleaning and sterilisation.
- Ensure the clinic is maintained in a clean, secure and hygienic state at all times
- Ensure the safety of staff and visitors to the veterinary clinic by creating and regularly reviewing safe work procedures for equipment and chemical hazard assessments.
- Assist the BVCM in x-ray and ultrasound procedures.
- Provide ongoing training to canine staff and volunteers on dog health care.
- Ensure all veterinary records from external clinics are transferred promptly to GDQ databases.



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- Assist in the transport of dogs and puppies to outside veterinary clinics when needed.

Other Duties and Responsibilities

- Other related duties as required.
- Participate in professional development opportunities.
- Complies with GDQ Quality Management System and its certifications.
- Act as a Warden or First Aid Officer where required.
- Foster pleasant, respectful and productive working relationships with staff.
- All employees are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

Supervisory Responsibilities

This position has no direct reports.

Knowledge and Skills

Essential

- As part of our recruitment and selection process, applicants will be required to undergo pre-employment criminal history checks as required by prevailing legislation.
- Certificate IV in Veterinary Nursing or higher and minimum 3 years' experience working as a Veterinary Nurse including surgical nursing.
- Confidence monitoring anaesthetics for routine and non-routine surgeries.
- Exceptional organisation and communication skills with a mature and professional approach.
- Good dog handling skills and ability to demonstrate effective leadership and control of dogs.

Desirable

- Additional training in anaesthesia or surgical nursing.
- Experience in canine reproduction procedures.

Working Conditions and Environment

The position is based at GDQ headquarters in Bald Hills.

Very occasional after-hours and on call work will be required, mostly relating to whelps.