

HR	<b>Success Profile</b>	 <p><b>Guide Dogs</b> NSW/ACT <b>Sight lost, freedom found.</b></p>
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Role	Veterinary Nurse
Reports to	Veterinary and Breeding Services Manager
Location	Glossodia
Manages / Supervises	NA
Date revised	September 2018

### **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:**

<b>Key Result Area</b>	<b>JOB HOLDER IS SUCCESSFUL WHEN:</b>
<b>VETERINARY NURSE SERVICES</b>	<b>JOB HOLDER IS SUCCESSFUL WHEN:</b>
Surgical Support	<ul style="list-style-type: none"> <li>• The Veterinarian is provided with appropriate assistance during veterinary radiographic and surgical procedures.</li> <li>• Blood and urinary tests for the Veterinarian are completed as required.</li> <li>• General nursing tasks, including pre and post-operative care are completed.</li> <li>• Anaesthetised animals are monitored appropriately.</li> </ul>
Vet Hospital Management	<ul style="list-style-type: none"> <li>• The servicing of Anaesthetic Vaporisers, Autoclave machine and all other veterinary equipment in the Vet Hospital are completed as required.</li> <li>• There is enough oxygen for surgeries and liquid nitrogen for the storage of our Semen.</li> <li>• All equipment associated with the Vet Hospital is maintained and in good working order.</li> <li>• All essential medication including controlled drugs are available as required.</li> <li>• The hospital runs at maximum productivity with a consistent flow of surgeries, consultations and health assessments for the veterinarian.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Administration and Records	<ul style="list-style-type: none"> <li>• Records and equipment for personal radiation monitoring tags are maintained as per Australian Government regulations.</li> <li>• Veterinary records (electronic and hard copy) are up to date and accurate.</li> </ul>
Information Sharing	<ul style="list-style-type: none"> <li>• Kennel Manager is kept informed about staffing requirements for breeding services.</li> <li>• Interactions with colleagues and other stakeholders is in accordance with the company values.</li> </ul>
<b>Key Result Area</b>	
<b>KENNEL SERVICES</b>	<b>JOB HOLDER IS SUCCESSFUL WHEN:</b>
Dog Care	<ul style="list-style-type: none"> <li>• Dogs are fed, watered and toileted as required.</li> <li>• Dogs are bathed and groomed regularly.</li> <li>• Dogs are handled appropriately and behaviour supervised.</li> <li>• Dogs are transported safely as required.</li> <li>• Health treatment plans are followed and any other specific requirements for individual dogs.</li> <li>• Health records for individual dogs are up to date and accurate.</li> </ul>
Kennel Maintenance	<ul style="list-style-type: none"> <li>• All kennel areas and associated equipment are maintained properly and kept clean.</li> </ul>
Promotion of GDC	<ul style="list-style-type: none"> <li>• Volunteers and placement students are provided with appropriate instruction and guidance in their duties.</li> <li>• Assist in promotional, fundraising and educational forums conducted at the Guide Dogs Centre.</li> </ul>

NOTES: Complete other tasks as required / directed.

### KNOWLEDGE AND EXPERIENCE REQUIRED TO BE SUCCESSFUL IN THE ROLE:

Essential	Desirable
<ul style="list-style-type: none"> <li>• Qualifications of Veterinary Nurse Certificate IV. This includes demonstrated good dog handling skills and ability to demonstrate effective leadership and control over dogs.</li> <li>• Good understanding of and competency in Veterinary databases, Microsoft Word, Excel and Outlook.</li> <li>• Ability to competently handle dogs of all ages and at various levels of training.</li> <li>• Enthusiasm, energy and the ability to demonstrate a high level of initiative, while still being able to work under direction.</li> </ul>	

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| <ul style="list-style-type: none"><li>• Good communication and interpersonal skills, and the ability to communicate sensitively and respectfully with relevant stakeholders.</li><li>• Ability to be flexible, adapt to varying workloads, and to effectively manage multiple tasks.</li><li>• The ability to follow through with all tasks – reliable and accountable.</li><li>• Ability to work well within a team, as well as independently, assuming responsibility for nominated tasks.</li><li>• Mature and professional approach and presentation.</li><li>• Hold a drivers licence as recognised in the state of NSW in order to transport dogs.</li><li>• Able to manage the physical demands and inherent requirements of the job and complete the tasks and duties as stated.</li></ul> |  |
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[Name]

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