



266 CHARLES STREET, LAUNCESTON, TASMANIA 7250

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## COMPANY DESCRIPTION

Animal Medical Centre has the reputation of being the Launceston veterinary clinic of choice for exceptional pet care. Animal Medical Centre is both a first opinion general practice, and a referral clinic and hospital for specialised veterinary diagnosis and treatment. Our team of veterinarians, nurses, receptionists, and administration staff work together pooling their knowledge, skills, and experience to get the best result for our clients and their pets, while upholding our clinic values of **teamwork, compassion, high standards of care, and respect.**

### POSITION TITLE

Veterinary Surgeon

### REPORTS TO

Practice Manager and Practice Partners

### AWARD

Animal Care and Veterinary Services Award  
[MA000118]

### CLASSIFICATION

Veterinary Surgeon Level 2 – Level 4

## POSITION PURPOSE

Provide veterinary treatment to patients presented to the Animal Medical Centre for routine and emergency care, while maintaining client relationships and communication, and respectfully utilising the skills of others in the team.

## POSITION RESPONSIBILITIES

### Patient:

- Conduct veterinary consultations and provide treatment to patients in accordance with Tasmanian Veterinary Board regulations and Animal Medical Centre policies and procedures.
- Perform veterinary surgical procedures in accordance with Tasmanian Veterinary Board regulations and Animal Medical Centre policies and procedures.
- Effectively treat hospitalised patients in accordance with Tasmanian Veterinary Board regulations and Animal Medical Centre policies and procedures.

### Client:

- Maintain excellent customer service and build rapport when communicating with clients.
- Provide and record valid advice, treatment options, plans, and cost estimates for clients to consider before undertaking treatment.
- Provide referral options for clients to consider where treatment options are beyond the scope of practice.

Created: 12/01/2024

By: Rebecca Stokes – Human Resource Manager

To be reviewed: Yearly

>Practice Manager Files> PM Files> HR> Position Descriptions



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## POSITION RESPONSIBILITIES (CONT.)

### Operational:

- Collaborate with the veterinary team to manage effective patient treatment (medical, surgical, and hospital).
- Collaborate with the support team, including leading nurses, to ensure communication is kept open and schedules are maintained.
- Maintain patient records in a clear and concise manner.
- Provide accurate estimates for treatment and charge for services, tests, and treatments provided to patients.
- Maintain proper use and record keeping of prescribed and over the counter medications.
- Participate in the rotating weekend and on call roster in collaboration with the veterinary team.
- Maintain the culture of the Animal Medical Centre by attending and contributing to regular meetings.
- Seek out and attend CPD and training events to both maintain and further develop veterinary knowledge.
- Adhere to all Animal Medical Centre policies and procedures and actively encourage others to adhere to the same.

## EDUCATION, EXPERIENCE AND PERSONAL ATTRIBUTES

### Essential:

- Recognised Veterinary Science degree.
- Registration with an Australian veterinary board, or the ability to be registered with the Tasmanian Veterinary Board.
- 2+ years clinical experience in small animal veterinary medicine.

## SUPERVISION

The successful applicant will be required to complete a 6-month probationary period under the supervision of the Practice Partners (or designated senior veterinarian), and the Practice Manager.

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