



266 CHARLES STREET, LAUNCESTON, TASMANIA 7250

PHONE (03) 6331 9405

Email: admin@animalmedicatas.com.au

www.animalmedicatas.com.au

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	REPORTS TO
Veterinary Nurse	Veterinary Nursing Leadership Team
AWARD	CLASSIFICATION
Animal Care and Veterinary Services Award [MA000118]	Veterinary Nurse Level 2-4

POSITION PURPOSE

Perform veterinary nursing duties to Animal Medical Centre patients under direction of and at the assistance to the veterinary team.

POSITION RESPONSIBILITIES

Patient:

- Triage patients over the phone or in person as they arrive in the clinic.
- Proper husbandry care of hospital and surgical patients.
- Monitor status of hospital and surgical patients and report any abnormalities to veterinarians or senior veterinary nurses.
- Perform nursing duties including (but not limited to):
 - Monitor anaesthetics while veterinarians are performing procedures on patients.
 - Recover patients post procedures.
 - Perform blood draws.
 - Catheterise patients.
 - Intubate and extubate patients.
 - Administer medications ordered by veterinarians.
 - Perform dental scale and polish procedures.
 - Clip, clean, and sterilise surgery sites prior to veterinarians performing procedures.
 - Admit patients for day surgery or hospital stays.
 - Record necessary patient information including vitals, before, during and after procedures.
 - Maintain fluid pumps, dental and anaesthetic machines, and other equipment as required.
 - Prepare samples for internal and external laboratory testing.
 - Other nursing tasks as required.

Updated: 12/01/2023

By: Rebecca Stokes – Assistant Practice Manager

To be reviewed: 12monthly

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



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POSITION RESPONSIBILITIES (CONT.)

Client:

- Maintain excellent customer service when communicating with clients.
- Perform nurse consults in accordance with Animal Medical Centre nurse consulting policies and procedures.
- Arrange discharge appointments for vets and conduct nurse discharge appointments.
- Prepare and send client documentation and information for patient admissions.

Operational:

- Set up space for imaging or chemotherapy when required.
- Set up theatre according to procedure being performed including surgical instruments.
- Accurately charge procedures to client account.
- Accurately dispense medications prescribed by the veterinary team.
- Commitment to undertake veterinary nurse training as per the Animal Medical Centre Nurse Training Plan, including shadowing and practical training.
- Adherence to all Animal Medical Centre policies and procedures.

EDUCATION, EXPERIENCE AND PERSONAL ATTRIBUTES

Essential:

- 2+ years practical veterinary nursing experience.
- Minimum Certificate II in Animal Studies/ Certificate II in Animal Care.
- Certificate IV in Veterinary Nursing or willingness to enrol after probationary period.
- A genuine interest in advancing your career in the veterinary industry.

SUPERVISION

The successful applicant will be required to complete a 6-month probationary period under the supervision of the Veterinary Nursing Leadership Team, Practice Manager and Business Partners.

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