

# POSITION DESCRIPTION



<b>Position</b>	Graduate Veterinarian (Small Animal)
<b>Level/Classification</b>	HEW0606
<b>Reports to</b>	Clinical Operations Manager
<b>Unit</b>	The Animal Hospital
<b>Directorate</b>	School of Veterinary Medicine
<b>Positions Supervised</b>	Nil

## Position Purpose

To provide high quality veterinary services to animals in The Animal Hospital At Murdoch University under the guidance of senior clinicians.

## About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

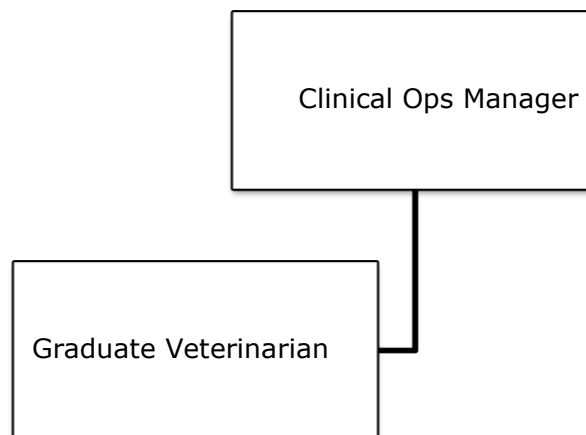
Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

## About the Work Area

Murdoch University is home to the only Veterinary School in Western Australia, and its prestigious teaching hospital provides the clinical facility that enables students to have the clinical 'hands-on' opportunity. It also provides a service to community through its team of top specialists who oversee the care and treatment of all animals referred to the Hospital.

[The Animal Hospital at Murdoch University](#) (TAHMU) aims to provide an environment where high professional and clinical standards, based on available scientific evidence, are tempered with genuine care and compassion.

## Reporting Relationships



## Key Responsibilities/Duties

1. Provide high quality veterinary services to small animals including direct access cases and those referred from external practitioners, under the supervision of senior clinicians.
2. Strict adherence to University and TAHMU policies, procedures and protocols. Strict adherence with The Veterinary Surgeons' Act of WA and other veterinary industry related Acts and Regulations.
3. Contribute, as appropriate and under guidance from academic staff to case-based clinical tuition of veterinary students, through discussions, case rounds, practical classes, and other methods of tuition.
4. Enter account details and relevant data on the hospital computer system. Must complete discharge instructions and referral letters within 24 hours of case completion.
5. Communicate directly with clients to ensure they are fully informed of prescribed treatments and costs.
6. Ensure accurate and complete estimations and billing of all cases and adhere to relevant hospital policy.

7. Participate in the primary after-hours roster including night shifts, weekends and public holidays on a seven-day roster.
8. Develop and maintain good working relationships with clients, referring veterinarians, both within TAHMU and outside practices.
9. Manage adverse incidents and complaints appropriately, resolve if possible and bring to the attention of the Senior Lecturer, Clinical Director, Veterinary Lead/s or Hospital Operations Manager/s.
10. Undertake continuous personal and professional development to enhance knowledge and skills.
11. Maintain an up-to-date working knowledge of specified University software packages and Microsoft Office applications.

## Selection Criteria

### Essential

1. Veterinary degree registrable by the Veterinary Surgeons' Board of Western Australia.
2. Ability to participate in the after-hours roster including night shifts, weekends, and public holidays on a seven-day roster.
3. Excellent organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
4. Highly developed written, oral communication and interpersonal skills.
5. Effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation.
6. Ability to work cohesively in a team environment.
7. Computer literacy (including, familiarity with the MS Office suite of programmes).
8. A valid Western Australian class C motor vehicle licence.

### Desirable

1. Previous experience working in a veterinary teaching hospital or veterinary referral hospital may be beneficial but is not required.
2. Demonstrated computer skills and experience with computer systems used in veterinary practices, in particular eZYVET and Vet Radar.

## Work Requirements

1. Ability to work outside of normal office hours when required.
2. Be able to provide evidence of appropriate vaccination or immunity in accordance with the University's Immunisation Policy. Please check the [Immunisation Policy](#) if the role requires this).

## Guiding Principles and Values/Code of Ethics and Code of Conduct

### Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

### Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*