POSITION DESCRIPTION

Position	Registrar in Equine Practice
Level/Classification	HEW0808
Reports to	Clinical Director
Unit	TAHMU
Directorate	School of Veterinary Medicine
Positions Supervised	Nil

Position Purpose

The Registrar in Equine Practice provides high-quality veterinary services to horses, primarily through ambulatory primary care, and supports specialist services including advanced diagnostic imaging and inpatient care at The Animal Hospital at Murdoch University.

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 Biddi. 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:

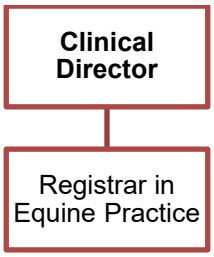
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

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 Western Australia's only veterinary school. The Animal Hospital at Murdoch University provides the clinical setting for hands-on veterinary student education and delivers veterinary services to the community. The Equine section supports primary and referral care through clinicians, specialists, trainees, nurses and animal welfare staff, with access to diagnostic imaging, anaesthesia, pathology, oncology, cardiology, dermatology and critical care expertise.

Reporting Relationships



Key Responsibilities/Duties

1. Provide high-quality veterinary services to horses, primarily in an ambulatory setting, with a focus on primary accession cases and appropriate support for specialist, imaging and inpatient services.
2. Participate in the after-hours service, with specialist back-up, including emergency admissions and inpatient care; emergency ambulatory service provision after hours is not required.
3. Practise in accordance with University and hospital policies, procedures and protocols, the Veterinary Practice Act of Western Australia, and other applicable veterinary legislation and regulations.
4. Contribute, under the guidance of academic staff, to case-based clinical tuition of veterinary students through case discussions, rounds, practical classes and other appropriate teaching activities.
5. Maintain complete and timely clinical and administrative records in the hospital system, including account data, discharge instructions and referral letters within required timeframes.
6. Communicate clearly with equine clients about prescribed treatments, likely costs and ongoing care, and provide veterinary advice at the appropriate level to horse owners and external veterinarians.
7. Ensure accurate case estimates and billing and comply with relevant hospital financial and administrative requirements.
8. Develop and maintain constructive working relationships with clients, referring veterinarians, hospital colleagues and external practices, and contribute to relevant Equine section engagement and sponsorship activities.
9. Manage adverse incidents and complaints appropriately, resolving matters where possible and escalating them to the Head of Section or Clinical Director when required; maintain current professional knowledge, skills and relevant software capability.
10. Carry out, and assist with, other duties as required.

Selection Criteria

Essential

1. A veterinary degree registrable by the Veterinary Surgeons Board of Western Australia, with a minimum of 18 months post-graduate experience in equine practice.
2. Highly developed written, oral communication, customer service and interpersonal skills, with demonstrated ability to work constructively and collaboratively with clients and staff at all levels.
3. Excellent organisational, time and workload management skills, including the ability to prioritise work, meet strict deadlines, use initiative, accept responsibility and resolve problems.
4. Demonstrated ability to work cohesively in a team environment, together with computer literacy including Microsoft Office and the capacity to use veterinary practice systems.

Desirable

1. Demonstrated experience developing a primary accession caseload and building client relationships.

2. Postgraduate training in equine general practice, such as MANZCVS or CertAVP, and experience using veterinary practice management systems, particularly EzyVet.

Work Requirements

1. Ability to work agreed days each week and participate in an after-hours roster of approximately 1 in 4, covering weeknights and weekends.
2. Ability to work outside normal office hours when required.
3. Current Western Australian C class driver's licence.
4. Ability to provide evidence of appropriate vaccination or immunity in accordance with the University's Immunisation Policy.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Comply with the Australian Code for the Care and Use of Animals for Scientific Purposes and complete mandatory animal ethics training.

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

Our ValuesOur 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.