

POSITION DESCRIPTION



Position	Coordinator (Surgery)
Level/Classification	H0505
Reports to	Clinical Operations Manager
Unit	TAHMu
Directorate	SVM
Positions Supervised	5

Position Purpose

This position is responsible for ensuring the effective deployment of nursing services and the daily coordination of the Small Animal Surgery section within 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:

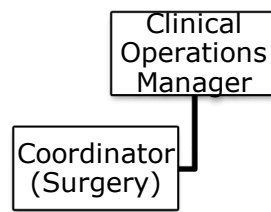
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

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

The small animal surgery referral service offers specialty services in both soft tissue and oncologic surgery, and orthopaedic and neurosurgery. Our full range of facilities and state of the art surgical equipment, coupled with integrated support from specialist level care in anaesthesia, 24h intensive care, internal medicine, advanced diagnostic imaging and excellent nursing standards enable us to manage the most complex surgical challenges and ensure that our patients receive a very high standard of care across all aspects of surgical management. You would be joining a team of 7 veterinary nurses; the service is open to clientele 08:00 - 18:00 Weekdays.

Reporting Relationships



Key Responsibilities/Duties

1. Provide all aspects of veterinary nursing care as per the Certificate IV of Veterinary Nursing and the Prescribed Duties of Veterinary Nurses within the Vet Surgeons Act of WA.
2. Comply with University and TAHMU policies, procedures and protocols. Comply with The Veterinary Surgeons' Act of WA and other veterinary industry related Acts and Regulations.
3. Lead the Surgery nursing team and coordinate their day-to-day activities ensuring that duties are performed to the required standard.
4. Manage the nursing team including recruitment, training, rostering and compliance.
5. Maintain relationships with referral practices and clients
6. Oversight of billing and insurance documentation for the department
7. Provide nursing support when required
8. Ensure that all aspects of biosecurity are considered including liaison with CSSD
9. Stakeholder engagement within the hospital and maintenance of the department's equipment
10. Assisting in instructions of students
11. Other duties as required.

Selection Criteria

Essential

1. Completion of a Certificate IV in Veterinary Nursing or equivalent, or completion of a relevant Veterinary Nursing Diploma level qualification registrable in Western Australia.
2. A minimum of 3 years' experience working in a veterinary practice, post qualification.
3. Proven supervisory experience includes the ability to positively lead a team in a busy clinical environment.
4. Excellent knowledge of diagnostic and surgical equipment as well as sterlising and aseptic techniques.

5. Demonstrated experience and exposure to various surgical procedures and patient care in a general practice setting.
6. Excellent organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
7. Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation.
8. Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
9. Demonstrated computer literacy (including familiarity with the MS Office suite programs).

Desirable

1. Previous experience in a similar role in a veterinary hospital or human health sector.
2. Experience in specialist surgical nursing practices.
3. Experience with computer systems used in veterinary practices, in particular with ezyVet, Vet Radar, and CUBEX software.
4. Experience in training undergraduate students in the workplace.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Valid registration with the Veterinary Practice Board of Australia
3. Some outside of normal business hours work may be required.

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.