



WILLINGA PARK

JOB DESCRIPTION

POSITION: Senior Equine Veterinary Nurse

REPORTS TO: Head Veterinarian

UPDATED: July 2023

As our Senior Equine Veterinary Nurse, you will work closely with the Veterinary Surgeon(s) and the Stud Staff to assist with all aspects of equine veterinary care, including medicine, surgery, intensive care, breeding and anaesthesia. The Senior Equine Veterinary Nurse will utilise their varied experience and skills to assist, guide and use their expertise in assisting with the care of Willinga Park and client horses. The Senior Equine Veterinary Nurse will also act as a point of guidance and develop our more junior nurses.

DUTIES AND RESPONSIBILITIES:

- Restrain horses so that the Veterinary Surgeon can perform examinations as directed.
- Take and develop x-rays.
- Collect blood, urine and faecal samples when instructed.
- Perform laboratory tests on samples collected.
- Monitor and report any changes in animals' conditions.
- Record administered treatment and changes appropriately.
- Clean stalls and ensure sanitation procedures are carried out.
- Prepare treatment rooms and assist in administering treatment.
- Arrange bedding, water, and food for boarded animals.
- Feed animals as per the schedule and ensure their food and water bowls are cleaned.
- Retrieve animals being discharged.
- Administer injections and medication under the supervision of the Veterinary Surgeon(s).
- Provide surgical assistance by sterilising instruments and handing out supplies.
- Manage animal emergency care services.
- Assist with anaesthesia procedures.
- Assist with applying bandages and dressings.



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- Train and mentor junior nurses to maintain a level of patient care.

Senior Equine Veterinary Nurse Administrative Duties and Responsibilities:

- Admission and Discharge of horses and ask for information from owners regarding the purpose of the visit.
- Take telephone calls and provide information on veterinary services.
- Provide information to walk-in customers regarding admission procedures and guide animal owners through the process.
- Schedule appointments and provide call back services to confirm appointments.
- Provide animal owners with information on advised medical procedures.
- Educate animal owners about ways to handle animals and their medication.
- Order supplies and equipment for the practice and maintain the inventory of both.
- Provide animal owners with information on retail products.
- Enter animal information into the database.
- Ensure cleanliness of the front and office areas.
- Any other medical or clerical duties associated with the clinic as needed by the Veterinary Team.

Requirements and Qualifications

You will have a demonstrated history of working alongside a Veterinary Surgeon to provide care and treatment to horses. The first and foremost requirement is a genuine love for animals.

- Certificate IV in veterinary nursing.
- Have 5 years + experience in a support role in animal care and operations.
- Experience in Equine Surgery
- Able to work calm under pressure.
- Be able to handle squeamish situations.
- Must have physical stamina.
- Must have emotional intelligence.
- Ability to adapt to different situations.



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- Have a passion for animals.
- Think fast on your feet.
- Always be positive and enthusiastic.

POSITION ATTRIBUTES:

The Senior Equine Veterinary Nurse will need to have the following core attributes:

Excellent Written and Oral Communication Skills

The Senior Equine Veterinary Nurse will be communicating with the public, high profile clients and internal stakeholders whilst building strong relationships across the Willinga Park business. These relationships include both internal and external clients of Willinga Park.

Team Player

The Senior Equine Veterinary Nurse will demonstrate teamwork skills within the Equine and Stud Infrastructure and across all the Willinga Park teams. This includes no office politics by always showing equal respect to your colleagues and team members. As the Senior Equine Veterinary Nurse will have daily interaction with the public, the Senior Equine Veterinary Nurse will need to develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by the Veterinary Surgeon(s) and/or Executive Management team.

Delivery of Service

The Senior Equine Veterinary Nurse must ensure the delivery of service to the public, sub-contractors and clients are attended to in an efficient, timely and professional manner. This involves the constant feedback on progress to the stakeholders to ensure the delivery of service is of a high standard.

Presentation and Image

The Senior Equine Veterinary Nurse must be professionally presented in the supplied Willinga Park uniform and have a clear understanding that they are always representing the business in a professional manner.



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Organisational and Time Management skills

The Senior Equine Veterinary Nurse will have the responsibility of ensuring that all administration tasks i.e. coding of invoices and filing are completed in a timely manner to ensure data and costs are recorded effectively.

Willinga Park Values

The Senior Equine Veterinary Nurse will positively follow the Willinga Park values to ensure the culture is maintained as a family owned, positive and professional business.

Feedback

The Senior Equine Veterinary Nurse will participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development. The Senior Equine Veterinary Nurse will use this feedback to understand development and learning opportunities associated with their role within the business. Annual reviews will be conducted with your direct manager and Head of Human Resources as well as encouraging live feedback at any time you or your manager feel necessary during your employment. It is expected that the Senior Equine Veterinary Nurse engage in feedback discussions in an open and constructive manner and work together with their manager on genuine opportunities to improve performance.

Confidentiality

The role of the Senior Equine Veterinary Nurse requires handling of sensitive information of all clients of Willinga Park. It is expected that the Senior Equine Veterinary Nurse will not divulge any confidential information to anyone outside of the direct Senior Equine Veterinary Nurse team and Managing Director. That is, the Senior Equine Veterinary Nurse will not communicate or issue any information direct to Senior Equine Veterinary Nurse management without the approval of the Veterinary Surgeon, Managing Director or Head of Human Resources.



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Self-Starter

The role requires a level of autonomy in that the Senior Equine Veterinary Nurse provides support to the Equine Veterinary Management, colleagues and other stakeholders and will not have to require ongoing direction. That is, the Senior Equine Veterinary Nurse will understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

Software

The Senior Equine Veterinary Nurse is required to be proficient in all aspects of the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint and Outlook.
- Adobe suite.

Target Safety – Aim High

All Willinga Park workers have a duty to:

- take reasonable care for their own health and safety.
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as they are able, with any reasonable instruction that is given by Willinga Park Management to allow it to comply with its work, health, and safety obligations.
- comply with any reasonable policy or procedure of Willinga Park relating to work health and safety.
- follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

Risk management

All Willinga Park employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of Willinga Park.

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to Risk Management Committee as soon as possible.



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- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.
- Collection, analysis of risk related and compliance information and share with Willinga park employees and management where required.

Employee: _____ Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____