



POSITION DESCRIPTION

Position	Coordinator (Surgery)		
Position Number	1531G02	Level/ Classification:	HEW0505
Reports to	Clinical Director		
Unit	The Animal Hospital		
Directorate	School of Veterinary Medicine		
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 helps people discover how to make a difference, through education and research endeavour, and remains one of the most inclusive universities in the country, providing students with quality education and recognised academic standing within an engaging and caring environment. We are a university for all, irrespective of background and social standing with a focus on social equity, self-direction and freedom of thought and belief.

With a student body of more than 18,000 and over 2,000 employees, the University has 3 campuses in the Perth metro area and Centres in Singapore, Malaysia and Dubai. Murdoch University is deeply committed to both its immediate local and international regions and has strong links to government, business and the community.

Our [Strategic Plan and Future Horizon 2017-2027](#) outlines an ambitious blueprint for development and growth, with a focus on one purpose: to be a creative force for current and future generations.

We are clear about our two core goals: to educate free thinkers who thrive in society and are sought after by employers; and, to provide life changing solutions for the world's big challenges through our outstanding translational research and innovative practice.

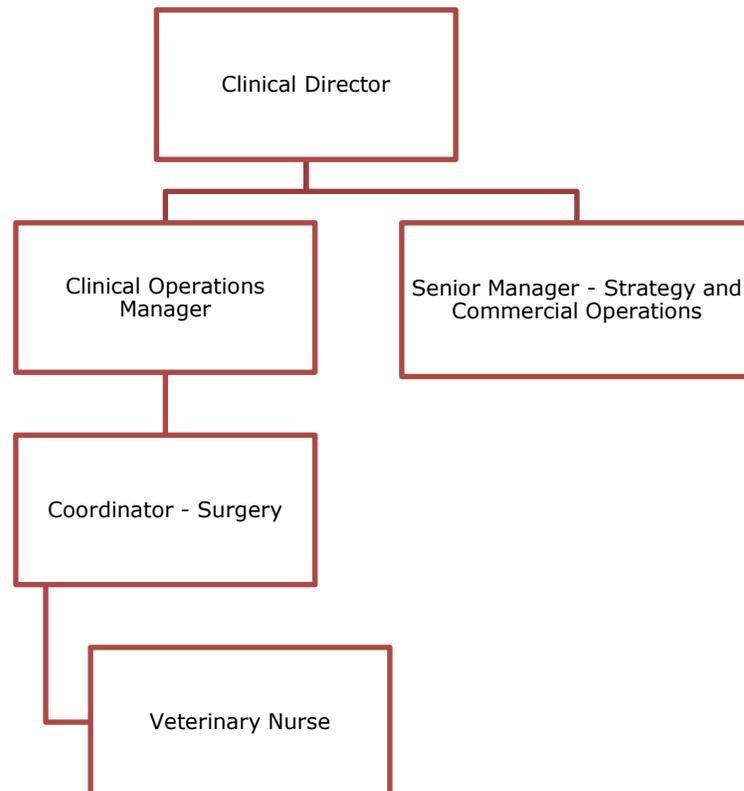
About the Work Area

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 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 liason 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 including the ability to positively lead a team in a busy clinical environment.
4. Excellent knowledge of diagnostic and surgical equipment as well as sterilising and aseptic techniques.
5. Excellent organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
6. 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.
7. Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
8. Demonstrated computer literacy (including familiarity with the MS Office suite programmes).

Desirable

1. Previous experience in a similar role in a veterinary hospital or human health sector.
2. Experience with computer systems used in veterinary practices, in particular with RxWorks software.
3. Experience in training undergraduate students in the workplace.

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 immunisation policy if the role requires this).
3. This role has been identified as requiring mandatory COVID19 Vaccination. You will be required to provide evidence of appropriate vaccination for COVID-19 in accordance with the relevant government mandate (or formally granted medical exemption) to be employed in this position.

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

The founding principles upon which Murdoch University was established continue unabated today. We continue to be guided by the principles of:

- Equity and Social Justice
- Opportunity
- Sustainability
- Global Responsibility

These Murdoch principles come to life through our culture as evidenced by being an institution where the following are clear:

- Integrity
- Respect and Diversity
- Purpose
- Excellence and Future-focus

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 are to complete a Development Review Annually. Details of the University policies on Development Review can be accessed [here](#). A Commencing Development Review should be completed within 3 months of commencement.

All staff will comply with the Animal Ethics 'Australian Code for the Care and Use of Animals for Scientific Purposes' and undertake mandatory animal ethics training.