

## POSITION DESCRIPTION



**POSITION TITLE:** Head Nurse

**LOCATION:** Newtown, Wellington

**REPORTS TO:** Head Veterinarian

**DIRECT REPORTS:** Veterinary Nurses

### PURPOSE:

Ensures that all animals are treated and cared for to the highest standards by leading and developing the vet nurses, students and volunteers in the effective and efficient care of animals in the vet wing.

Provides leadership and management of services that are consistent with the 5 freedoms and promote animal welfare for all animals in the care of the SPCA.

To provide leadership with the implementation and compliance with animal care policies, procedures and practices within the SPCA within allocated resources available.

<b>KEY ACCOUNTABILITIES:</b>	<b>KEY RESPONSIBILITIES:</b>
<p>1. Lead, develop and motivate a team of highly capable and competent vet nurses to ensure high standards of performance.</p>	<ul style="list-style-type: none"><li>• Develop the services of a high performing team, through effective recruitment of nurses, performance development, and leadership, in consultation with the Head Veterinarian.</li><li>• Provides mentoring and support to all members of the nursing team and all animal attendants.</li><li>• Ensures that animals are treated and cared for to the highest standards of performance and welfare.</li><li>• Participates as a high performing team member, adhering to SPCA policies and procedures at all times.</li><li>• Attends regular mentoring and training as requested by line manager.</li><li>• Communicates effectively with all SPCA staff and volunteers ensuring animal welfare standards are maintained at the SPCA.</li><li>• Ensures that veterinarians are notified of animals that require urgent assessments or follow up of care.</li><li>• Complies with all professional requirements and training to maintain registration as a vet nurse.</li><li>• Promotes and represents the SPCA in a professional manner at all times.</li><li>• Participates in animal welfare initiatives promoted by SPCA.</li></ul>

	<ul style="list-style-type: none"> <li>• Maintain relationships with relevant professional bodies that will assist with providing on-going professional development in 'best practice' vet nursing.</li> <li>• Provide appropriate vet nursing assessment and interventions for emergency situations and promote practices to achieve the maximum result for all animals in our care.</li> <li>• Ensure all animal interventions are performed in a safe and professional manner, ensuring both staff and animals are safe at all times.</li> </ul>
2. Ensures that high professional standards for all nursing practices and protocols are developed and maintained.	<ul style="list-style-type: none"> <li>• Leads the team in reviewing and improving all vet nurse practices and ensures every team member follows these practices.</li> <li>• Works closely with students and volunteers to ensure they are trained in the required practices and regularly reviews compliance.</li> <li>• Ensures that animals are treated and cared for to the highest standards performance</li> </ul>
3. Ensure the cost effective and efficient management of the allocated budgets and operational costs including nurse staffing costs, supplies equipment maintenance and other budget items.	<ul style="list-style-type: none"> <li>• Ensures cost effective development and operation of nurse rosters.</li> <li>• Acts within delegated levels of authority.</li> <li>• Overall responsibility for the repair and regular maintenance of all Hospital medical equipment.</li> <li>• Administrative duties as required for the effective day to day running of the hospital.</li> <li>• Acts as a delegated person to the Radiation Safety Officer for the hospital.</li> </ul>
4. Provides assistance to SPCA veterinarians as requested.	<ul style="list-style-type: none"> <li>• Provides assistance with the appropriate preparation of the surgical environment including instruments and drapes.</li> <li>• Provides assistance to veterinarians with anaesthetics, treatment and surgical procedures.</li> <li>• Provides support to animals in transition to, within or exiting the SPCA.</li> </ul>
5. Develops and maintains professional vet nurse skills and capabilities.	<ul style="list-style-type: none"> <li>• Keeps up to date with modern vet nursing practices.</li> <li>• Carries out research to improve nursing practices if required.</li> </ul>
6. Supports the development of health and safety practices within the vet wing, and animal health and hygiene.	<ul style="list-style-type: none"> <li>• All health and safety practices are updated and complied with within the nursing team.</li> <li>• Assists in the development and communication of standards for animal care and ensures these are consistently provided and reported on regularly.</li> <li>• Supports students and volunteers in following all health and safety practices and ensuring high standards of animal hygiene.</li> </ul>
7. Supports process improvement groups and projects across the organisation to improve organisational performance.	<ul style="list-style-type: none"> <li>• Actively participates in these groups and works collaboratively with all members of staff to achieve goals.</li> <li>• Carries out project work as requested.</li> </ul>

<p>8. Actively contributes to Health &amp; Safety</p>	<ul style="list-style-type: none"> <li>• Ensures compliance with the <a href="#">Health and Safety Act 2015</a> by: <ul style="list-style-type: none"> <li>▪ taking reasonable care of your own Health and Safety and ensure that you do not cause harm to others;</li> <li>▪ complying with all Health and Safety instructions, policies or procedures, including but not limited to: <ul style="list-style-type: none"> <li>○ reporting incidents and unsafe practices as soon as they occur;</li> <li>○ identifying risks, reporting them and taking appropriate action to mitigate them;</li> <li>○ knowledge, and compliance of, emergency procedures;</li> <li>○ completing mandatory training within the required timeframes.</li> </ul> </li> </ul> </li> </ul>
<p>9. Participates as a professional and constructive member of the Vet Team.</p>	<ul style="list-style-type: none"> <li>• Attends and leads team meetings as required.</li> <li>• Contributes towards the achievement of strategic and operational goals of the SPCA.</li> <li>• Acts professionally and non-judgmentally.</li> <li>• Embodies the SPCA values and strives to achieve the SPCA Mission.</li> </ul>
<p>10. Volunteer, Fosterer and Vet Nurse Student Support.</p>	<ul style="list-style-type: none"> <li>• Supports the work of the Volunteer Team</li> <li>• Provides support and education for volunteers and fosterers</li> <li>• Communicates sensitively and appropriately with volunteers and fosterers</li> <li>• Ensures safety, support and wellbeing of volunteers and students working in your department.</li> <li>• Ensures duties and tasks being carried out by volunteers and students are being carried out in a safe and appropriate manner.</li> <li>• Professional in all interactions with SPCA volunteers and students.</li> </ul>
<p>11. Carries out other duties as required from time to time.</p>	<ul style="list-style-type: none"> <li>• Provides support and assistance to SPCA events and campaigns as requested.</li> <li>• Provides support as required for visitors/supporter tours within the vet wing.</li> <li>• Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or the functions of the position. Duties and responsibilities can be amended from time to time by the Employer to meet any changing condition.</li> </ul>

**INTERNAL FUNCTIONAL RELATIONSHIPS:**

- All SPCA staff and Management
- Other SPCA Centres
- Volunteers, fosterers and students
- Educational facilities specialising in nursing and animal health training.

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## EXTERNAL FUNCTIONAL RELATIONSHIPS:

- Other Animal Welfare Agencies
- Members of the Public

## PERSON SPECIFICATION:

### *Qualifications and Experience*

- A qualified Vet Nurse with at least 5 years' experience.
- Management and leadership experience of a successful team.
- Prior experience with operational management and budgets.
- Full, current New Zealand driver's licence.

### *Skills and Knowledge*

- Analytical thinking and problem solving.
- Good inter-personal skills - ability to build rapport with staff, stakeholders and suppliers.
- Sound computer skills including the use of e-mail, internet and Microsoft Office applications.

### *Personal Attributes*

- A commitment to high quality work and professionalism.
- Has a strong commitment to the values of the SPCA.
- Highly organised with the ability to prioritise, multi task and meet expected deadlines.
- Ability to manage confidential information with responsibility and integrity.
- Ability to manage stress and handle emotional situations while retaining empathy.
- Ability to inspire, motivate and encourage team development.
- Excellent written and oral communication skills.

