College | Management Unit:	UCD College of Health & Agricultural Sciences
School | Unit:	UCD School of Veterinary Medicine
Post Title & Subject Area *(if relevant)*	Dispensary Veterinary Nurse
Post Duration:	Specified Purpose Contract estimated duration 12 months (and creation of subsequent panel 12 months T&C apply)
Line Manager	Head Nurse or nominee
Grade:	Career grade level Veterinary Nurse
Competition Ref. N°	18300
HR Administrator	Julie Breen

Position Summary:

UCD Veterinary Hospital (UCDVH) is seeking to appoint a career (core) veterinary nurse to support the hospital dispensary and provide a high standard of organisation and leadership to this unit.
Candidates must hold a Veterinary Nursing Qualification registerable with the Veterinary Council of Ireland.

Successful applicants will be placed on a panel to fill current and future temporary vacancies for a period of up to 12 months after the interviews are held.

Principal Duties and Responsibilities:

1. **Nursing duties**

   o Provide support and advise on drugs and consumables to multiple disciplines
   o Participate in nurse led services
   o Preparation and dispensing of medications (under direction) as prescribed by a veterinary practitioner
   o Nutritional advice (life stage and clinical diets) to students, staff and the public
   o Care of equipment
   o Handling scheduled drugs and maintaining controlled drugs register(s)
   o Maintain a high standard of hygiene, cleanliness and organisation with emphasis on infection control for patients, staff, students and visitors to UCDVH

2. **Administration duties**
   o Stock control of drugs and consumables
   o Use of e-procurement and e-Financials
   o Update patient records using a dedicated patient management system
   o Management of drug licences and MDA forms
   o Sourcing drugs/consumables
   o Facilitate effective communication between discipline teams
   o Participate in creating and implementing local protocols
   o Ensure infection control policies are adhered to at all times
   o Ensure Health & Safety policies are adhered to at all times

3. **Teaching & training**

- o Supervision and training of veterinary medicine and nursing students
- o Supervision and training of junior (rotating) nurses
- o Demonstration of practical nursing skills
- o Instruction in nursing care
- o Instruction in the use of hospital equipment
- o Assessment of veterinary medicine and nursing students
- o Delivery of in-house teaching and CPD
- o Participation in UCDVH annual conference

Particular to this position:

You will be required to work 36.5 hours per week over 5 days during the week between Monday and Sunday. Weekend and weekday out-of-hours working may be required on a rota basis. Start and finish times will vary depending on the needs of the hospital. The actual allocation of these hours of work will be arranged with your line manager.

Salary: Vet Nurse Career Grad (7928) € 36,006 - € 46,560 per annum.

Appointment will be made on scale and in accordance with the Department of Finance guidelines.

Details on eligibility to compete and pension information is available at

https://www.ucd.ie/hr/resourcing/eligibilitytocompete/

UCD is committed to creating an inclusive environment where diversity is celebrated and everyone is afforded equality of opportunity. We welcome applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy. Learn more about Diversity at

https://www.ucd.ie/workatucd/diversity/

Reasonable accommodations will be provided to any applicant during the interview process who discloses they have a disability or are neurodiverse.

Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

<u>Mandatory:</u>

Experience and Qualifications

Knowledge:
- o Good working knowledge of the Veterinary Practice Act 2005, in particular *Part 8* Veterinary Nurses
- o Good working knowledge of Animal Remedies Act 1993

Qualifications:
- o Veterinary Nursing Qualification registerable with the Veterinary Council of Ireland

Skills:
- o Post qualification experience as a veterinary nurse preferably within a referral or specialist hospital
- o Minimum 2 years post qualification experience as a veterinary nurse or demonstrable relevant practical experience preferably within a referral or specialist hospital
- o Excellent verbal and written communication skills
- o Demonstrable skills in practice business development and administration.
- o

Mandatory Criteria as part of the UCD Equality, Diversity and Inclusion Agenda
You must select and include the appropriate criterion for the role under the mandatory section of the Job Description. For further information and details of the "equivalent levels" of Faculty and other staff, please contact your Resourcing Consultant.

<u>Desirable:</u>

Knowledge:
- o Advanced working knowledge of veterinary dispensary duties/responsibilities within a referral or specialist hospital

Qualifications:
- o Qualifications in Pharmaceutical Business, Pharmacy Assistant and or a desire to undertake further studies

Skills:
- o Experience of supervising and directing veterinary medicine and nursing students
- o Experience of training and assessing veterinary medicine and nursing students
- o Good IT skills

Supplementary information:
Unless otherwise specified, URLs to the relevant home page(s) will be inserted by HR.

The University:	https://www.ucd.ie/
UCD Strategy 2030: Breaking Boundaries	https://strategy.ucd.ie/
The College/Management Unit:	
The School/Programme Office/Unit:	
Equality Diversity and Inclusion at UCD	https://www.ucd.ie/workatucd/diversity/

Informal Enquiries ONLY to:
Please note this section is optional. Applications will be addressed to an assigned HR administrator.

Name:	Ann Marie Byrne
Title:	Head Nurse
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