## ACMVET5X24 Manage veterinary nursing procedures

#### Application

This unit of competency describes the skills and knowledge required to coordinate and oversee veterinary nursing procedures undertaken within a clinical practice.

Graduates use advanced nursing knowledge, clinical judgement and organisational skills to allocate and roster nursing personnel, oversee preparation for clinical procedures, coordinate theatre support, manage referrals, and monitor the care of hospitalised patients including monitoring compliance with infection prevention and control (IPC) processes.

Work is performed with a high level of autonomy and accountability, within the limits of legislation and the nurse’s defined scope of practice in their jurisdiction.

**Licensing, legislative, regulatory requirements**

Legislative and regulatory requirements apply to the scope of veterinary nursing practice and vary according to state/territory jurisdictions. Users of this unit must confirm current requirements with the relevant regulatory authority before delivery.

#### Pre-requisite unit Nil

#### Unit sector

Veterinary Nursing (VET)

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| **Elements** *Elements describe the essential outcomes.* | **Performance criteria**  *Performance criteria describe the performance needed to demonstrate achievement of the element.* |

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| 1. Co-ordinate nursing support for veterinary procedures | 1.1 Roster nursing staff to ensure adequate staffing levels and skills’ mix to support veterinarian and provide patient care across practice operations  1.2 Allocate nursing staff according to daily clinical workload, procedure schedules and practice priorities  1.3 Oversee the preparation and readiness of equipment and materials in accordance with anticipated procedural requirements  1.4 Supervise nursing staff assistance in a range of medical and surgical nursing procedures |

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| 2. Organise, monitor and document referral requests, procedures and follow-up processes | 2.1 Notify referral veterinarian or other health care provider of reason for referral according to practice procedures and referring veterinarian’s instructions  2.2 Arrange transfer of copies of client and patient records and referral information while maintaining confidentiality of client personal information  2.3 Advise clients of referral procedures and provide copies of relevant documentation  2.4 Document referrals in patient’s case notes using industry standard terminology  2.5 Record referral outcomes and after-care requirements in patient case notes |
| 3. Manage hospitalised patients | 3.1 Implement specific veterinarian instructions for the care of hospitalised patients  3.2 Coordinate nursing care of hospitalised patients  3.3 Monitor performance of nursing procedures to ensure compliance with work health and safety (WHS), infection prevention and control (IPC) and animal welfare policies and procedures  3.4 Conduct hospital rounds with attending veterinarian ensuring effective nurse handovers  3.5 Confirm practice personnel follow policies and procedures to maintain appropriate documentation of hospitalised patients |
| 4. Review nursing policies and procedures to improve patient outcomes or client services | 4.1 Identify existing nursing policies and procedures relevant to clinical care and client service delivery  4.2 Consult with veterinary staff and nursing team members to review and gather input on procedural gaps, risks, workflow issues or emerging clinical requirements  4.3 Update or develop nursing policies and procedures to address identified needs, ensuring alignment with legislative requirements and professional standards  4.4 Communicate revised or new policies or procedures to relevant personnel and provide guidance to support implementation  4.5 Evaluate effectiveness of policy and procedure changes in improving patient outcomes or client services |

#### Foundation skills

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| **Learning** | **Reading** | **Writing** | **Oral communication** | **Numeracy** |
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**Assessment Requirements**

**Performance evidence**

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

* managed a minimum of three veterinary nursing procedures and has, for each procedure:

coordinated and rostered staff

coordinated preparation of equipment and materials

* managed nursing care of hospitalised patients on at least three occasions and has, on each occasion:

completed hospital rounds with veterinarian

conducted or supervised effective nurse handovers

rostered nursing staff

ensured treatment plans were followed and abnormalities reported to the attending veterinarian

* organised the referral of at least three patients to specialist or other health care services at the direction of the supervising veterinarian
* reviewed at least two nursing policies and procedures and identified at least one recommendation for improvement.

Performance must be demonstrated in a veterinary practice where nursing procedures including providing care for hospitalised patients is performed, or an environment that accurately reflects a veterinary practice where nursing procedures, including for hospitalised patients, are carried out on real animals.

**Knowledge evidence**

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

* principles of animal welfare and ethics
* practice policies and procedures related to veterinary nursing procedures
* nursing procedures common to the practice, including:

required equipment and materials

IPC, quarantine and/or isolation requirements

* processes to review, develop and implement policies and procedures
* rostering for practice requirements
* referral policies and procedures
* records management
* principles of supervision and leadership in managing veterinary nursing care
* relevant state or territory legislation and regulations relating to:

practice of veterinary science

WHS

industrial relations requirements relating to rostering

use of therapeutic and controlled substances

**Assessment conditions**

Skills must be demonstrated in a in a veterinary practice where nursing procedures including providing care for hospitalised patients is performed, or an environment that accurately reflects a veterinary practice where nursing procedures, including for hospitalised patients, are carried out on real animals.

Assessment must ensure access to:

* hospitalised patients/real animals
* equipment, instruments and resources typically available in a veterinary practice/hospital
* organisational policies and procedures relating to veterinary nursing procedures
* current legislation and regulations relating to acts of veterinary science/medicine, drugs and poisons, WHS and industrial relations
* veterinary nurses

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

#### Unit mapping information

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| **Code and title current version** | **Code and title previous version** | **Equivalence status** | **Comments** |
| ACMVET5X24 Manage veterinary nursing procedures | ACMVET509 Manage veterinary nursing procedures | Not equivalent | Unit re-templated to 2025 template  Changes to wording of Application  Legislative and regulatory statement revised to more accurately reflect requirements.  E1: wording change from ‘Supervise’ to ‘Co-ordinate’  PCs re-sequenced, split and merged. PC1.4 removed as is a single, specific procedure which would be covered in PC1.2 and 1.4.  PC2.1: minor wording change ‘other health care **professional and service regarding** reason’ to ‘other health care **provider of** reason for referral’  PC2.2: from ‘transfer of copies of **client records and referral information while maintaining** client confidentiality’ to ‘transfer of copies of **client and patient records** and referral information while maintaining confidentiality of **client personal information’**  PC2.5 reworded from ‘Document referral veterinarian patient case report outcomes and required after care in case notes using industry standard terminology’ to ‘Record referral outcomes and after-care requirements in patient case notes’  PC3.2 split to 3.2 and 3.3  PC3.3 removed  PC3.5 added (moved from element 4)  Element 4 redesigned from ‘monitor maintenance of accurate records) to ‘Review nursing policies and procedures to improve patient outcomes or client services’ (re PC4.1 and PC3.3 about ‘developing and implementing’ policies and procedures.  New PCs 4.1 – 4.5 aligned to E4  PE: format and wording of PE changed  Added ‘managed referral of at least three patients’ and ‘reviewed at least two nursing policies and procedures’ per the unit requirements (replaced ‘developed and implemented a minimum of one infection control procedure’ to enable flexibility where practices already have IPC procedures)  Remove reference to specific number of hours for demonstration of performance, whilst retaining requirement for performance to be in a workplace.  KE: minor changes to sequence, format and clarity of wording |

### Overview information

#### Modification History

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| **Release** | **Comments** |
| 1 | This unit of competency was first released in ACM Animal Care and Management Training Package Release 7.0. |

**Mandatory workplace requirements:**

Mandatory workplace requirements apply to this unit of competency and are specified in the Performance Evidence and Assessment Conditions of the Assessment Requirements.