AUBURN
Human Resources

Chief Veterinary Nursing Officer

Job Description

JOB INFORMATION

Job Code	IA32
Job Description Title	Chief Veterinary Nursing Officer
Pay Grade	VT13
Range Minimum	$83,870
33rd %	$106,240
Range Midpoint	$117,420
67th %	$128,600
Range Maximum	$150,970
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/23/2023

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Patient Care & Rehabilitation

JOB SUMMARY

The Chief Veterinary Nursing Officer provides full administrative responsibility for a team of leaders to include the supervisors and staff in the Perioperative, Medical and Surgical, and Critical Care areas. Establishes clearly defined short and long term objectives for their direct reports and serves as a facilitator of written and verbal communication in a timely and effective manner.

RESPONSIBILITIES

- Directs, mentors, and advises nursing supervisors on staffing and workflows to provide optimal patient care throughout the hospital. Mentors and coaches nursing supervisors on people management and human resource (HR) related topics. Serves as a liaison between nurses and administration.
- Ensures the hospital provides excellent customer service and patient care. This includes, but is not limited to, effective communication, ensuring medical records are thorough and complete, charges are accurate and submitted on time, staff is friendly, supportive, and helpful, recommending strategies for improving care, staff are trained appropriately, and continuing education is provided to maintain the most up-to-date care.
- Determines and forecasts staffing needs to meet the overall nursing needs of the hospital.
- Collaborates with College of Veterinary Medicine (CVM) HR department to develop recruitment and retention strategies to attract, hire, and retain veterinary nurses.
- Serves as a member of the hospital senior leadership team; collaborates with the Hospital Administrator, Associate Dean for Clinical Affairs, and faculty and serves on the board of directors.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	in Veterinary Technology, Animal Science, or a related scientific field that qualifies an individual to obtain national certification.		10 years of	experience working as or supervising a licensed veterinary technician. At least two (2) years of recent experience effectively managing a large team of veterinary nurses. Experience with both small and large animals is strongly desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of strong communication and organizational skills.	
Ability to maintain a positive attitude and to accept constructive feedback from senior staff and clinicians.	
Ability to maintain effective working relationships clinicians, coworkers, students and clients.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Licensed Veterinary Technician-NAVTA		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.