NOTES
- Forms must be downloaded from the UCT website: [http://forms.uct.ac.za/forms.htm](http://forms.uct.ac.za/forms.htm)
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

### POSITION DETAILS

<table>
<thead>
<tr>
<th>Position title</th>
<th>Veterinary Nurse/Laboratory Animal Technologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title (HR Practitioner to provide)</td>
<td></td>
</tr>
<tr>
<td>Position grade (if known)</td>
<td>Pay class 8</td>
</tr>
<tr>
<td>Date last graded (if known)</td>
<td>October 2018</td>
</tr>
<tr>
<td>Academic faculty / PASS department</td>
<td>Faculty of Health Sciences</td>
</tr>
<tr>
<td>Academic department / PASS unit</td>
<td>UCT Research Animal Facility (RAF) and H3D</td>
</tr>
<tr>
<td>Division / section</td>
<td>UCT RAF and H3D</td>
</tr>
<tr>
<td>Date of compilation</td>
<td>June 2018</td>
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</tbody>
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### ORGANOGRAM

This is a joint appointment between UCT Research Animal Facility (50% of time) and the Drug Discovery and Development Centre, H3D (50% of time). The main purpose of this position is to provide the UCT RAF and the H3D with dedicated para-veterinary support and to ensure continued refinement of animal health and welfare standards of research animals so as to comply with ethical, animal welfare and legal requirements for conducting world-class scientific research. Primary line management is to the Faculty Animal Welfare Manager: Para-veterinary Clinical Services with secondary reporting to H3D.
<table>
<thead>
<tr>
<th>Key performance areas</th>
<th>% of time spent</th>
<th>Inputs (Responsibilities / activities / processes/ methods used)</th>
<th>Outputs (Expected results)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Clinical and para-clinical veterinary services</td>
<td>RAF 40% H3D 30%</td>
<td>1. Perform Para-Veterinary functions and services independently without the need for direct veterinary supervision.  2. Perform specialised para-veterinary procedures competently on live animals, without assistance or supervision, in a range of species, including but not limited to mice, rats, pigs, sheep, rabbits, and guinea pigs.  3. Administration of substances, medications, scheduled drugs, experimental substances: including by topical, enteral and injection routes.  4. Euthanasia: administration of scheduled substances for euthanasia purposes (volatile anaesthetic and injectable agents).  5. General anaesthesia: farm animals, rodents and rabbits - induction by inhalation, injection or constant rate infusions. Monitor and maintain non-surgical and surgical planes of anaesthesia. Recovery from anaesthesia. Intubation (endotracheal in farm animals, non-surgical), Mechanical respiration (positive pressure ventilation of farm animals and rodents). Use of ECG, capnography, cerebral oxygen monitor and pulse oximeter in order to monitor the depth of anesthesia in farm animals.  6. Aseptic preparation for surgery (shaving, washing and disinfecting); place intravenous catheters; fluid administration; assisting with experimental surgical procedures, place dressings/ bandages, wound care, set up treatment plans, and physical rehab.  7. Provide pre, intra- and post-operative care. Provide post-operative care to all animals undergoing General Anaesthesia/sedation, including post-operative critical care, clinical monitoring and medicating.  8. Appropriate handling, restraint and weighing of all animals – including, but not limited to farm animals, rodents and rabbits.  9. Care and monitoring of experimental animals, ensuring optimal care and welfare of all experimental animals.  10. Selection and transport of animals, including but not limited to farm animals, rodents and rabbits.  11. Scheduled substance administration as per national legislation, stock control &amp; accurate legal record keeping (i.e. Schedule 5 and 6).  12. Collect, process and send samples for external laboratory analysis, e.g. histology, microbiology, fungal cultures, serology, parasitology, blood samples, post mortem analyses, faecal and urine samples.  13. Collect and analyze samples for internal lab purposes e.g. hematocrit, blood smears, total protein, urine, and faecal analysis, collection of vaginal smears, impression smears.  14. Manage clinical record keeping systems, e.g. examinations, critical care, test results, treatment regimes, accurate anaesthetic records, post mortem findings, welfare monitoring sheets, data collection sheets.  15. Maintenance of clinical equipment, e.g. anaesthetic machines, monitoring equipment, surgical instruments, etc.  16. Stock control of clinical consumables, e.g. medications, drips, catheters, gloves, etc.  17. Daily feeding and watering of animals including the preparation of feed for special diets to meet nutritional needs of specific experimental conditions.  18. Conduct daily animal health and welfare checks, including disease, pain and distress identification, and take appropriate measures by reporting of any animal deaths, health or welfare concerns.  19. Apply specialist knowledge and skills to the above technical and research processes and make appropriate accountable decisions.  20. Encourage best practice in animal care and welfare standards, the development of excellent technical skills, and the implementation of the core ethical principles of the 3Rs.  21. Follow and execute procedures according to SOP’s accurately.</td>
<td>• Regular communication, obtaining advise and adequately inform Line Manager, Faculty Welfare Manager or Veterinarians as appropriate, on all clinical matters.  • Procedures performed competently, skilled and accurately.  • Collection, processing and examination of samples are conducted appropriately to ensure good quality samples and diagnostic conclusions to render high standards of scientific research results that are reliable and trustworthy.  • Anaesthesia successfully induced and maintained.  • Adequate animal care provided to ensure high standards of animal welfare are maintained.  • Professional and high standards of theatre and clinical assistance provided.  • Clinical equipment maintained in good working order, serviced as needed, and instruments are sterile.  • Clinical consumable stocks are adequately maintained.  • Medicines dispensed according to legislative requirements.  • Controlled Drug Registers are accurate, and up to date for compliance with Legal Audits.  • Clinical and welfare record-keeping systems are up to date, complete and accurate.  • Compliance with legislative requirements for animal care and use for scientific purposes and teaching.  • Compliance with legislative requirements as stipulated by the SA Veterinary Council.  • Compliance with national legislation for scheduled drug use.  • Compliance with all relevant UCT and FHS animal research policies.  • Efficient service rendered to clients, both internal and external to the University.  • High animal health status maintained.  • Procedures performed according to SOP’s.  • Research work is conducted timeously and accurately.</td>
</tr>
</tbody>
</table>
| 2 | Staff supervision, Facility Management and Quality Assurance Systems | H3D 5% | 1. Manage, supervise and partake in the regular monitoring of the physical environment of the Facility to ensure that infrastructure and animal husbandry requirements are maintained at appropriate standards and levels.  
2. Preparation and sterilisation of food, bedding, cages and other items as required and recording of operational data.  
3. Maintain all Facility equipment in operational working order by ensuring regular scheduled servicing / calibration / certification, including biosafety cabinets, laminar flow cabinets, IVC cage systems and air-supply units, micro-isolator units, autoclaves, biological indicator tests, weekly blowdown, safety and other equipment.  
4. Daily inspection of all areas under his/her responsibility, including all animal rooms, cage changing rooms, staff change rooms, corridors and cage wash area.  
5. Liaise and follow up with UCT Properties & Services to ensure adequate maintenance and repair of the Facility.  
6. Manage all human health and safety requirements in the Facility, including compliance with the Occupational Health & Safety Act and all applicable UCT policies and regulations, in close liaison with Faculty Health and Safety Manager.  
7. Ensure implementation of all SOP’S relating to the Facility are current and strictly implemented.  
8. Ensure appropriate Facility disinfection and sterilization as per Facility SOP’s.  
9. Use professional skills and knowledge to review SOP’s and update as required.  
10. Ensure appropriate procedures for the disposal of Facility waste including medical waste and biohazardous materials.  
11. Manage and implement the preparation of animal transport boxes and food.  
12. Manage the intake of animals into the Facility.  
13. Perform associated checks and documentation audits for import animals.  
14. Supervision of Animal Facility staff  
15. Draw up staff schedules indicating work to be performed, using time and skills effectively, considering staff who may be on leave.  
16. Allocate tasks to appropriate staff.  
17. Involve and collaborate with staff, keeping them informed of all relevant work-related matters.  
18. Monitor, encourage, coach and guide staff to build knowledge, skills and confidence, to enable them to reach their full potential.  
19. Provide in-house training for staff in the relevant Facility Standard Operating Procedures. Ensure that the competence of staff is maintained and recorded. | • Compliance with South African National Standards for the care & use of animals for scientific purposes and teaching.  
• Items prepared timeously and as per SOP’s to ensure optimal animal health.  
• Compliance with legislation for veterinary & para-veterinary professionals.  
• Limits institutional risk to UCT.  
• High-standard facilities enable high quality science and welfare.  
• Manage infrastructure adequately to maintain high quality research.  
• Human health and safety secured.  
• Infectious material contained and waste disposed of appropriately. Biohazards are contained.  
• Facility hygienic and clean, facilitates high-quality science and animal welfare.  
• Equipment fit-for-purpose, meets required standards, audit requirements met.  
• Resources effectively utilized.  
• Detailed record-keeping of all Facility quality components & an effective audit trail.  
• High standards of disinfection and cleanliness maintained.  
• Ensure dependable research results through maintaining high hygiene standards from cages, to animal and procedure rooms and ancillary areas.  
• Deadlines for tasks are being met.  
• People feel included as part of the team.  
• Well-motivated staff perform well as individuals as well as a team; team objectives met.  
• Competence of staff is formally evaluated and documented.  
• People understand what is expected of them.  
• Staff feel appreciated and valuable.  
• People can reach their full potential.  
• Standard Operating Procedures are followed. |
| --- | --- | --- | --- |
| 3 | Legislative and ethical Compliance and Administration | H3D 15% | 1. Managing/assist with, as appropriate, Animal Ethics Committee submissions/applications and amendments.  
2. Completing of weekly report to FHS AEC and other legal and/or ethical requirements as per UCT Policy, national legislation and guidance document.  
3. Implementation of recommendations of any SAVC audits, UCT Senate Inspecting Veterinarian audits and other audits as required.  
4. Performing of internal animal welfare and/or Facility audits as required by UCT Policy and National guidelines.  
5. Keeping and updating of scheduled drug records as required.  
6. Performing other responsibilities as determined by line manager. | • Ensuring documents are accurate and complete.  
• Ensuring submissions are technically correct.  
• 2. Ensuring forms are correct and submitted timeously to AEC and UCT ORI.  
• 3. Ensures that any legal requirements are met regarding facility and animal welfare.  
• 4. Recording all activities and keeping records up to date.  
• 5. Compliance with UCT Policy, National legislation and guidelines. |
<table>
<thead>
<tr>
<th></th>
<th>Additional responsibilities</th>
<th>RAF10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Write, implement and refine controlled Standard Operating Procedures (SOPs) for the Core RAF and FHS VSS including: Data Collection Sheets, animal care, animal husbandry, environmental enrichment animal room logbooks and clinical SOP’s as required.</td>
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<tr>
<td>2</td>
<td>Perform RAF staff training in SOP’s as well as partake in SAVC authorisation training for FHS researchers, staff and external animal users in clinical procedures.</td>
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<tr>
<td>3</td>
<td>Assist with Reproductive Biotechnologist para-clinical systems and procedures, for example, embryo-transfers, in vitro fertilisation programmes and procedures and cryo-preservation.</td>
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<tr>
<td>4</td>
<td>Perform administrative tasks, data capture and data analysis as required.</td>
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<tr>
<td>5</td>
<td>Oversee updating of all consumable stock pricing.</td>
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<tr>
<td>6</td>
<td>Perform invoicing of clients as per services performed.</td>
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<tr>
<td>7</td>
<td>Manage internal audits of animal husbandry health and welfare records.</td>
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<tr>
<td>8</td>
<td>Assist with other functions as needed when colleagues are absent.</td>
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</tr>
<tr>
<td>9</td>
<td>Completing of weekly reports to FHS AEC and/ or UCT ORI and other legal and/or ethical requirements as per UCT Policy, national legislation and national guidelines.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Implementation of recommendations of SAVC audits, UCT Senate Inspecting Veterinarian and other audits as required.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Performing of internal animal welfare and/or Facility audits as required by UCT Policy and national guidelines.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Keeping and updating of scheduled drug records as required.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Assume Para-veterinary on call and/or emergency on call after hours duties when required</td>
<td></td>
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<tr>
<td>14</td>
<td>Performing other responsibilities as determined by line manager.</td>
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</table>

- Compliance with national legislation and national guidelines.
- Compliance with UCT policies for animal use.
- Ensuring animal health and welfare in line with international standards.
- Deficiencies in animal care and associated record keeping are monitored and addressed.
MINIMUM REQUIREMENTS

Minimum qualifications
Grade 12
A relevant qualification as a Laboratory Animal Technologist or Veterinary Nurse
South African Veterinary Council registered

Minimum experience
1 – 2 years experience working in an animal research environment or other relevant clinical environment
Registration with the South African Veterinary Council as a Veterinary Nurse/Laboratory Animal Technologist with a proven track record and the ability to take responsibility to perform the competencies required for the post.

Skills
Teamwork.
Problem solving.
Initiative and enterprise. Demonstrated ability to work independently with minimal supervision.
Planning and organising.
Self-management, excellent attention to detail and strong work ethic.
Computer literacy: Microsoft outlook, word and excel.
Excellent oral and written skills.
South African drivers license

Knowledge
Knowledge of the ethical principles for the use of animals in scientific research and teaching.
Knowledge of laboratory animal husbandry, welfare-monitoring, care and treatment

Professional registration or license requirements
Registered with the South African veterinary Council

Other requirements
N/A

Competencies
(Refer to UCT Competency Framework)

<table>
<thead>
<tr>
<th>Competence</th>
<th>Level</th>
<th>Competence</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal skills</td>
<td>2</td>
<td>Client/student service and support</td>
<td>2</td>
</tr>
<tr>
<td>Communication skills</td>
<td>2</td>
<td>Professional knowledge and skills</td>
<td>3</td>
</tr>
<tr>
<td>Planning and organization</td>
<td>2</td>
<td>Safety awareness</td>
<td>2</td>
</tr>
<tr>
<td>Commitment to quality management</td>
<td>2</td>
<td>Assumes responsibility and accountability</td>
<td>2</td>
</tr>
</tbody>
</table>

SCOPE OF RESPONSIBILITY

Functions responsible for
Clinical and para-clinical processes, compliance to UCT and National legislation and guidelines for the care of animals used for scientific purposes and teaching, maintenance and support of quality assurance systems within a research animal facility environment, supervision and training of research animal facility staff and/or students and researchers.

Amount and kind of supervision received
Primary: Line Management: Janet McCallum UCT RAF, Division of Veterinary Scientific Services – Faculty Animal Welfare Manager, manager of para-veterinary clinical services
Secondary: Pre-clinical Pharmacology Animal Facility Manager

Amount and kind of supervision exercised
Supervision and/or training of Facility staff in UCT RAF and Pre-clinical Pharmacology Animal Facility

Decisions which can be made
As per SAVC Registered Para-veterinary Professional (Veterinary Nurse/LAT) scope of practice.

Decisions which must be referred
Any tasks or decisions outside of above scope of practice.

CONTACTS AND RELATIONSHIPS

Internal to UCT
FHS Departments including but not restricted to: Strait Access Technologies, Cardiovascular Research Unit, Institute of Infectious Disease and Molecular Medicine.

External to UCT
South African Veterinary Council and the Veterinary Nurses Association of South Africa. South African Association for Laboratory Animal Science (SAALAS) NSPCA, DAFF.