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## Auburn University Job Description

Job Title: **Chief Veterinary Nursing Officer**

Job Family: No Family

Job Code: **IA32**

Grade VT13 \$73,400 - \$132,100

FLSA status: Exempt

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### 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.

### Essential Functions

1. 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.
2. 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.
3. Determines and forecasts staffing needs to meet the overall nursing needs of the hospital.
4. Collaborates with College of Veterinary Medicine (CVM) HR department to develop recruitment and retention strategies to attract, hire, and retain veterinary nurses.
5. 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.
6. Performs other duties as assigned.

### 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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Associate's Degree	Degree in Veterinary Technology, Animal Science, or a related scientific field that qualifies an individual to obtain national certification.
<b>Experience (yrs.)</b>	10	Ten (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.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

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.

#### **Certification or Licensure Requirements**

Licensed Veterinary Technician is required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Date: 1/23/2023

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