



Australian Government

ACMVET512 Develop and implement specific practice policies

Release: 1

ACMVET512 Develop and implement specific practice policies

Modification History

Release	Comments
Release 1	This version released with ACM Animal Care and Management Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to develop, review, update and implement policies for specific practice needs and communicate them to practice personnel to ensure the sound management of the veterinary business.

The unit applies to veterinary nurses who work under the supervision of a registered veterinarian in a veterinary practice. Veterinary nurses who review and implement practice policies need to hold in-depth knowledge of the operations of the veterinary practice.

Legislative and regulatory requirements apply to veterinary nurses but vary according to state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.

NOTE: The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements.

Pre-requisite Unit

Nil

Unit Sector

Veterinary Nursing (VET)

Elements and Performance Criteria

Element	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Review, prepare, develop and implement	1.1 Collate legislative and other reference materials about veterinary practice from relevant sources

Element	Performance Criteria
practice policies	1.2 Consult with colleagues and collect and record directions, concerns and recommendations of practice personnel 1.3 Prepare and write policy materials to suit practice needs 1.4 Review and update current policies to suit practice needs 1.5 Circulate draft policies for staff comment and management approval 1.6 Organise systems and structures for policy implementation in consultation with staff members or specialist advisers
2. Communicate practice policies to relevant personnel	2.1 Distribute developed policies to staff and management 2.2 Facilitate training programs in the use of, and adherence to, policies 2.3 Conduct regular reviews to monitor staff adherence to policies and measure training outcomes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	Plan and prepare policy documents that incorporate appropriate language and clear layout, to ensure accessibility to practice staff
Interact with others	Recognise the importance of building rapport to establish effective working relationships

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ACMVET512 Develop and implement specific practice policies	ACMVET413A Develop and implement specific clinic policies	Updated to meet Standards for Training Packages Recoded to AQF 5 Titled updated to reflect	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		changes to content Minor changes to clarify content Assessment requirements revised	

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b75f4b23-54c9-4cc9-a5db-d3502d154103>

Assessment Requirements for ACMVET512 Develop and implement specific practice policies

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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 developed and implemented specific practice policies, including:

- researched and developed two new practice policies
- reviewed and updated a minimum of two practice policies, one of which must relate to work health and safety
- implemented a minimum of one new or revised policy.

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:

- information relevant to preparing and developing practice policies, including:
 - Australian Veterinary Association (AVA) guidelines and codes of practice
 - organisational workplace health and safety risk management programs
 - relevant work health and safety hazard identification, risk assessment and control measures
 - the handling and disposal of biological wastes
 - the handling, use, storage, transport and disposal of chemicals
- policies relevant to a veterinary practice, including:
 - professional services
 - human resource management
 - nursing care
 - office procedures
 - workplace health and safety
 - security
- communication techniques relevant to relaying practice operations and policies to staff
- staff training techniques relevant to policy development and dissemination

- policy development and review processes
- relevant legislation, regulations, codes of practice and current practice policies
- techniques to monitor staff understanding and compliance to practice policies.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - in the workplace or an environment that accurately reflects a veterinary practice
- specifications:
 - access to organisational policies and procedures, current legislation, regulations and relevant codes of practice.

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

Links

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