



## Classified Advert Terms & Conditions

This service was developed in response to a number of queries from veterinary practitioners. The IVNA does not undertake to find employment for its members, however we are willing and able to provide a service whereby practices can advertise vacant positions, and our members can advertise their availability for employment.

Advertisements for practices seeking veterinary nursing and support staff can be placed for a monthly fee of €25.00. Adverts are restricted to 300 characters. However, job descriptions can be included by uploading a document which will be included in the advertisement via a hyperlink.

The following policy applies when submitting classified advertisements as per the IVNA position statement on Veterinary Staff Job Advertisements.

In order to protect the status of Irish Veterinary Nurses in Veterinary Practices, encourage transparency and increase retention of skill and knowledge within the profession, the IVNA requires the following criteria is met when placing a classified advertisement seeking to employ Veterinary staff;

1. **Job title specifying the role sought to fill.** There must be a clear distinction made between the different employment categories, i.e. Registered Veterinary Nurse, Student Veterinary Nurse and Animal Care Assistant. One classified ad cannot contain more than one job title as this would imply that a non-qualified person might carry out Acts of Veterinary Nursing.

2. **Job description.** There should be a clear description made available of what the role of the Veterinary Nurse, Student Nurse or Animal Care Assistant will entail within the Veterinary Practice to avoid any questions in relation to the level of qualification and commitment required to fill the job. The description should include duration of employment i.e. full time/part time etc., hours of work, inclusion of overtime and out of hours, contributions made by employer towards CVE and VCI fees and areas of responsibility such as surgical nursing, anaesthesiology, medical nursing, animal handling etc. It should also include any added responsibilities such as occasional reception duties, care of boarding kennel facilities or grooming duties.

3. **Name of employer and location.** The name and location of the Veterinary Practice seeking to employ staff should be clearly stated in the classified advertisements. This allows potential staff to consider travelling time, suitability of location and suitability of employer.

4. **Remuneration.** An indication of level of experience sought and the remuneration that can be expected should be included in the classified ad to allow nurses to evaluate the offer before applying.

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Advert submissions and payments can be made by paypal using the online submission and payment link. Alternatively, send your advertisement to enquiries@ivna.ie with the subject line: 'Practice Classified Advertisement' And forward Payment to our postal address:

Irish Veterinary Nursing Association, 13 The Courtyard, Kilcarbery Park, Nangor Road, DUBLIN 22

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Personal advertisements for veterinary nurses and support staff, who are currently fully subscribed members are FREE OF CHARGE. Business advertisements will be charged at the regular rate of €25 per month.

Please be advised that it may take up to two weeks for payment by cheque to be processed. We will notify practices paying for classified advertisements when their payment has been received and the ad is on the website.#