

Title	Induct new staff into the animal facility		
Level	6	Credits	8

Purpose	People credited with this unit standard are able to establish company protocol for issues relating to animal facility staff, and induct new staff into the workplace.
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Classification	Animal Care and Handling > Animal Care
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Available grade	Achieved
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Guidance Information

For credit, evidence must be in accordance with the statutory and industry requirements contained in the following documents.

Relevant New Zealand Veterinary Association (NZVA) standards, available from NZVA, PO Box 11-212, Manners Street, Wellington (<http://www.vets.org.nz>) including the current versions of *Standard Procedures for Veterinary Nursing and Animal Care* (referred to in this unit standard as *standard procedures*) and *BESTPRACTICE™ Companion Animal Practice Standards*.

Relevant and current National Animal Welfare Advisory Committee (NAWAC) Codes of Welfare and Codes of Recommendations and Minimum Standards. This includes *Code of Recommendations and Minimum Standards for the Care of Animals in Boarding Establishments*, *Code of Animal Welfare No. 9* (ISBN 0-478-07332-1).

National Animal Ethics Advisory Committee (NAEAC) Guides; and *Good Practice Guide for the Use of Animals in Research, Testing and Teaching*, (Wellington: NAEAC, 2002), available at <http://www.maf.govt.nz>, under animal welfare.

Animal Welfare Act 1999; Health and Safety in Employment Act 1992; Injury Prevention, Rehabilitation, and Compensation Act 2001; and any subsequent amendments.
Institutional Code of Ethical Conduct.

Outcomes and performance criteria

Outcome 1

Establish company protocol for issues relating to animal facility staff.

Range health, safety, standard operating procedures, training/development, security, confidentiality, standard complaints, procedures for mediation.

Performance criteria

- 1.1 Protocol is established relating to health issues of individual staff members according to current legislation.

Range immunisation, first aid, hygiene, pregnancy.

1.2 Protocol is established relating to safety issues of individual staff according to current legislation.

Range fire, evacuation, handling/storage/disposal of hazardous wastes, security, operation of mechanical equipment, prescription animal remedies, handling fractious or dangerous animals.

1.3 Standard operating procedures are established and reviewed for routine tasks according to practice/institution protocol.

1.4 Protocol is established to allow opportunities for ongoing training for staff.

1.5 Protocol for workplace reporting relationships is established.

Outcome 2

Induct new staff into the workplace.

Performance criteria

2.1 Information is provided and reviewed with new staff on practice/institutional health, safety and security policies.

2.2 Information is provided and reviewed with new staff on practice/institutional employment related issues and policies.

Range working hours, absences, sickness, accidents, leave taken/due, weekend duties, work schedules, training, telephone answering and messages.

2.3 Standard operating procedures are reviewed with new staff prior to commencement of work.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	8 August 1996	31 December 2022
Revision	2	16 November 1998	31 December 2022
Revision	3	7 June 2000	31 December 2022
Revision	4	16 October 2001	31 December 2022
Rollover and Revision	5	25 June 2007	31 December 2022
Review	6	22 October 2020	31 December 2022

Consent and Moderation Requirements (CMR) reference

0228

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.