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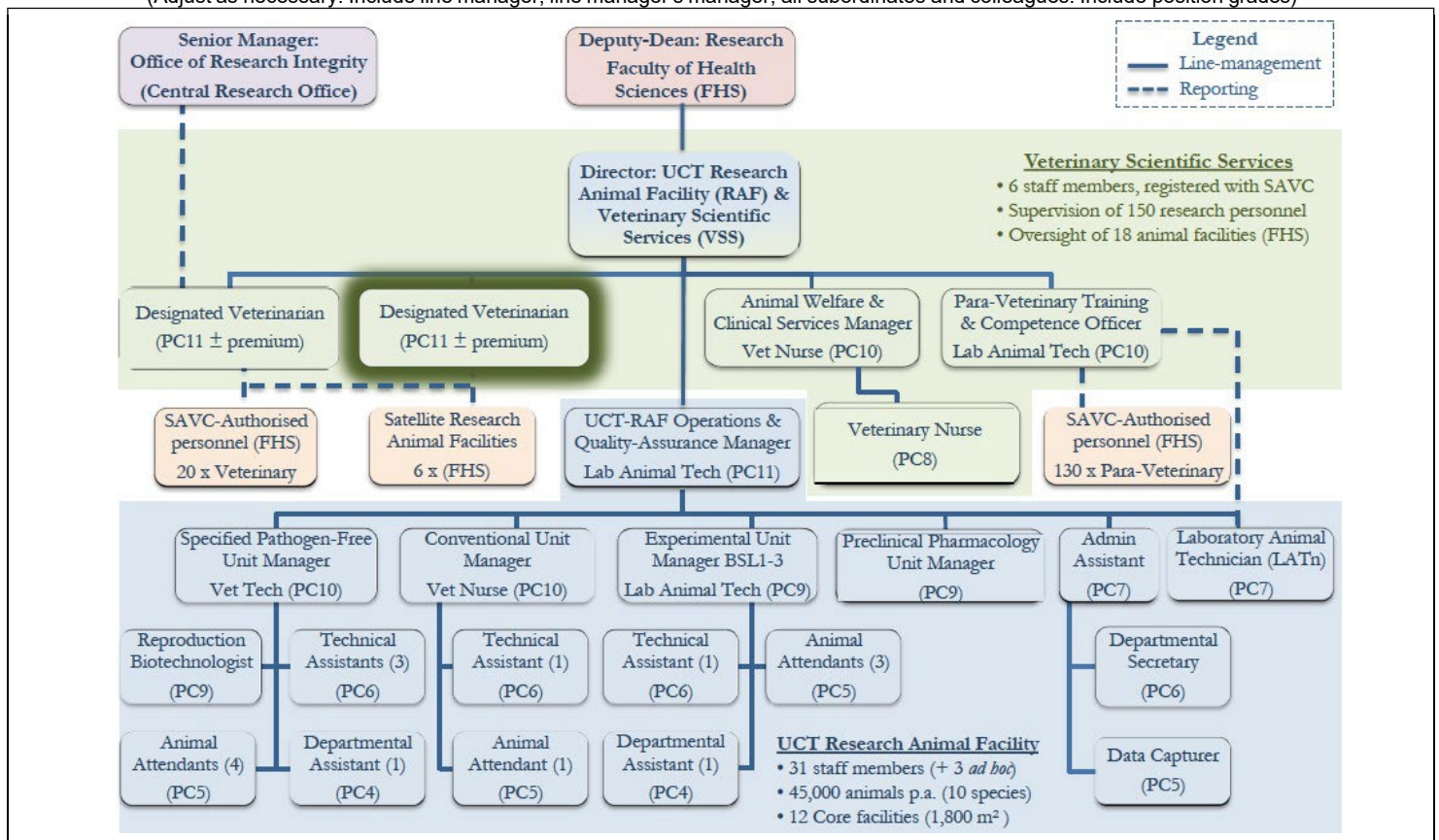
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Veterinarian		
Job title (HR Practitioner to provide)			
Position grade (if known)	Payclass 11	Date last graded (if known)	October 2016
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	UCT Research Animal Facility (RAF)		
Division / section	Veterinary Scientific Services (VSS)		
Date of compilation	24 October 2025		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to provide professional veterinary oversight of the care and use of animals for scientific purposes in the University of Cape Town's (UCT) Research Animal Facilities in the Faculty of Health Sciences. Responsibilities include oversight of compliance with relevant national legislation and standards that govern the care and use of animals; providing competency-based training and supervision of animal research personnel in veterinary and para-veterinary procedures; oversight of animal health and wellbeing; providing active input into the ethics of animal care and use; providing clinical and para-clinical veterinary services; playing an active role in the development and provision of education and training in laboratory animal sciences; active interaction with the research community; and related administration. The designated veterinarian plays a supervisory role for multiple research animal facilities, animal research-related personnel and processes. Own research is encouraged but not the focus of the appointment. Animal welfare and research quality are paramount. The primary line of reporting is to the HoD/Director of RAF.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Oversight of Legal and Regulatory Compliance in the FHS	25	<p>Ensure FHS complies with all relevant laws, regulations as well as standards, guidelines and recommendations for institutional laboratory animal facilities in South Africa and use of animals for scientific purposes</p> <p>Training and competency assessment for South African Veterinary Council (SAVC) authorisation of personnel (Veterinary and Para-Veterinary Professions Act, no 19 of 1982, Section 23(1)(c))</p> <ul style="list-style-type: none"> • Train researchers and FHS personnel in key veterinary and para-veterinary procedures for SAVC authorisation • Assume role of SAVC-appointed supervisor for persons authorised for veterinary and paraveterinary procedures • Provide oversight and advise paraveterinary staff on training researchers and FHS personnel in para-veterinary procedures for SAVC authorisation • Conduct competency assessments in veterinary and para-veterinary procedures for SAVC authorisation of personnel • Required to serve on the FHS Animal Ethics Committee (AEC) • Communicate with and maintain strong working relationships with the UCT Research Office, Office of Research Integrity and SAVC personnel dedicated to authorisation • Keep up-to-date with SAVC legislation and policies regarding SAVC authorisation of personnel • Document and maintain accurate and credible records of competency assessments of authorised personnel • Conduct post-authorisation competency assessments, to maintain competency of personnel in procedures • Develop strategies to ensure competency and to monitor and re-assess continued competency in veterinary and para-veterinary procedures of authorised personnel • Develop/investigate and promote self-assessment tools/techniques (for personnel and/or protocols) within the animal research community, consistent with best research practices <p>Maintain minimum standards for FHS Research Animal Facilities (Veterinary and Para-Veterinary Professions Act, Rules for Veterinary Profession, Minimum Standards for Research Animal Facilities)</p> <ul style="list-style-type: none"> • Serve as designated veterinarian for the UCT Core Research Animal Facility, as well as for FHS Satellite facilities • Provide veterinary advice and oversight on health and welfare of animals to all relevant FHS animal facilities • Provide guidance and recommendations to ensure minimum facility standards are met and maintained • Conduct routine facility inspections • Conduct regular welfare monitoring and for-cause inquires • Conduct routine audits of scheduled drug registers (see below) • Receive and evaluate weekly facility reports, analysing trends, following up on animal health concerns • Conduct post mortem examinations, document findings and compile reports as required 	<p>Regulatory compliance is ensured</p> <p>Risk is mitigated by ensuring adherence to regulations and laws pertaining to animal use.</p> <p>Animal welfare is of the highest standards meeting at least the level of care of the highest national bodies</p> <p>Only SAVC authorized personnel perform veterinary or para-veterinary procedures</p> <p>SAVC notified when personnel leave or project ends</p> <p>Animal deaths can be tracked and circumstances leading to the death can be investigated and appropriate action taken</p> <p>AEC approved protocols are adhered to</p> <p>Scheduled substances are strictly managed according to legislation and only accessible to registered / authorised staff</p>

<p>Oversight of Legal and Regulatory Compliance in the FHS</p> <p><i>(continued)</i></p>	<p>Scheduled Substance (Medicines) Control (Medicines and Related Substances Control Act, no 101 of 1965)</p> <ul style="list-style-type: none"> • Monitor and regulate medicine and scheduled substance use in research animals in accordance with legislation • Keep up-to-date with changes to legislative and institutional requirements, maintaining and updating current FHS, UCT-RAF and VSS policies and procedures • Ensure the acquisition, use, storage, disposal and recording of scheduled substance use is performed strictly according to legislation, FHS, UCT-RAF and VSS policy: <ul style="list-style-type: none"> – only the correct, SAVC registered or SAVC authorised persons have access to scheduled substances, who sign an official declaration regarding the responsible use of scheduled substances – accurate traceable records are kept for all scheduled substances ordered, received, dispensed and used – records of drug use is kept in official scheduled substance registers assigned to SAVC registered or authorised personnel; record is kept of all assigned registers – scheduled substances are kept in gun-type safes along with the scheduled substance register • Conduct quarterly audits of all scheduled substance registers strictly within the timeframe as specified in the Medicines and Related Substances Control Act <p>Record-keeping</p> <ul style="list-style-type: none"> • Establish and maintain accurate, traceable and credible records of all compliance related issues, i.e. SAVC authorisation of personnel, animal welfare and health monitoring, facility inspections, scheduled substance control, continuing professional development (CPD) of authorised personnel, etc, in accordance with legislation <p>Other functions</p> <ul style="list-style-type: none"> • Perform other functions as they arise and as determined by the Head of Veterinary Scientific Services • Develop and implement compliance policies, procedures, audit tools and report templates to promote compliance within the field of responsible conduct of research • Promote open, ethical and honest communications between research teams and FHS Veterinary Services 	<p>No deviation from legislative requirement regarding the acquisition, storage, use and recording of scheduled substance</p> <p>Accurate records of scheduled substances are maintained which can be audited at any stage without discrepancy</p> <p>Accessible, logical and accurate records of scheduled substance can be tracked, data retrieved, and discrepancies investigated</p> <p>Facilitation of external inspection and auditing</p> <p>Ensure satisfactory adherence to South African legal and regulatory environment and UCT policies</p>
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2	Provision of Veterinary Clinical Services, Functions and Procedures	20	<p>Surgical procedures</p> <ul style="list-style-type: none"> • Provide guidance and support to researchers on aspects relating to analgesia, anaesthesia, aseptic technique, surgical principles, instrumentation, suture materials, suture patterns, surgical procedures, and pre-, intra- and post-operative management of routine and advanced surgical procedures • Perform surgical procedures in research projects and/or in FHS stock or breeding animals • Provide veterinary oversight of theatre management and surgical nursing together with para-veterinary personnel <p>Anaesthesia management</p> <ul style="list-style-type: none"> • Administer injectable, inhalant or CRI anesthesia, including induction, maintenance, emergency treatment and perioperative treatment and/or medication <p>Post-mortem examinations</p> <ul style="list-style-type: none"> • Conduct post-mortems of animal deaths and have appropriate samples analyzed for etiological diagnosis • Analyze post-mortem reports, clinical pathology, histopathology and other laboratory results and collate information for epidemiological analysis • Provide and record diagnoses or probable cause of death • Accurately record and store information, results and documentation for future use or for auditing purposes <p>Veterinary clinical services</p> <ul style="list-style-type: none"> • Provide veterinary input and assistance to researchers for animals under their care in response to queries or clinical concerns during their study • Provide consulting services to researchers when problem solving, developing animal studies or when finalizing a study including promoting the three Rs (reduce, refine, replace), refining procedures and drug selection • Monitor and advise on the husbandry, nutrition, housing, environment, wellbeing, clinical condition, welfare, enrichment and care of laboratory animals in animal facilities in accordance with latest, up-to-date national and international findings, recommendations and guidelines • Provide technical and practical veterinary assistance on research protocols e.g. procedures/surgery • Share in on-call emergency veterinary duties after hours as required • Provide emergency veterinary assistance during work hours to advise on treatment or make final euthanasia decisions in cases of illness, suffering or distress • Advise on diagnoses and treatment (curative and palliative) taking into consideration animal welfare and research goals • Make decisions on and oversee admission procedures when animals from external suppliers enter the animal facility; conduct clinical examinations of animals on admission when indicated • Conduct and/or advise on basic in-house clinical laboratory testing; make decisions on feasibility and necessity of external laboratory tests for screening in illness, disease or death and perform appropriated sampling in such cases • Sourcing, ordering, receiving, storing and dispensing of scheduled substances in accordance with legislation • Maintain appropriate stock levels of scheduled substances for use by authorised personnel (staff and 	<p>Successful outcomes of surgical procedures with minimal complications</p> <p>Ensuring attention is given to animals undergoing procedures and not just to the procedure itself</p> <p>Instill a respect for animal life</p> <p>Create an awareness that procedures on animals requires skill and training</p> <p>To encourage researchers to seek veterinary assistance</p> <p>To be vigilant for and monitor trends in deaths and disease for early detection of problems and to be able to advise on protocol applications</p> <p>Veterinary functions and responsibilities are carried out in accordance with required professional standards</p>
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3	Oversight of Animal Health and Wellbeing	10	<ul style="list-style-type: none"> • Veterinary epidemiological and clinical oversight of animal health and wellbeing in multiple animal facilities • Visit relevant FHS research animal facilities on a regular basis, to provide oversight on the health and welfare of animals and ensure that minimum standards are met. Investigate patterns and solve welfare-related problems. • Provide guidance to animal facility managers and personnel on current standards and requirements of animal health and welfare • Conduct health checks on animals destined for export and issue appropriate veterinary health certificates • Evaluate health-screening data on animals destined for import, make recommendations and/or decision on importing; determine and set in place precautions to be taken to protect FHS research animals' health status. • Manage quarantine facilities and movement of animals into SPF breeding units, including Caesarean sections • Liaise with animal facility managers to develop, maintain and evaluate a health screening system for stock, experimental and breeding animals and continually evaluate the efficacy thereof • Conduct epidemiological surveys and disease surveillance from data collected from research animal units; report and make recommendations to the Head of Veterinary Services • Oversee continued training of researchers and FHS personnel in aspects of animal welfare and promote and instil a culture of care • Keep up to date with national and international trends, recommendations and guidelines on the welfare and health of animals used for scientific purposes • Advise on and take part in measures to provide for and protect animals in emergency and disaster situations • Develop collaborations with external animal research institutions and related organisations • Provide consulting services on animal related issues to other UCT faculties 	<p>Ensure the health and welfare of animals in research is of high quality and in keeping with national and international standards</p> <p>Ensure health status of FHS research animals is improved and/or maintained</p> <p>To ensure appropriate veterinary oversight into animal health and welfare</p> <p>To promote an understanding of animal care, health and disease as well as animal distress and suffering in non-veterinary personnel</p>
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4	Teaching, Training, Competency Assessment, Supervision	15	<p>Institutional Training</p> <ul style="list-style-type: none"> • Oversee training of animal researchers and animal handlers at all relevant FHS animal facilities in animal handling, ethics and welfare, appropriate for the level of animal interaction and responsibility • Ensure appropriate and relevant documentation, monitoring and data collection sheets for monitoring and recording animal welfare are understood and used by all animal research and teaching personnel • Conduct information sessions and tutorials for researchers to clarify requirements for animal work and the responsible conduct of research, to assist in protocol design and review, to provide group based knowledge and practical training sessions in preparation for competency assessment and to address other needs as they arise • Monitor staff training and development in relevant clinical and para-clinical procedures and functions • Develop ongoing innovative training and teaching programs to promote an enduring culture of care • Locate and evaluate suitable online training modules for all levels of training • Facilitate and contribute to the training of AEC members <p>Training for SAVC authorisation and competency assessment</p> <ul style="list-style-type: none"> • Train researchers in veterinary and para-veterinary procedures for SAVC authorisation • Provide oversight and advise para-veterinary staff on the training of researchers and personnel in para- veterinary procedures for SAVC authorisation • Conduct competency assessments in veterinary and para-veterinary procedures for applications for SAVC authorisation • Conduct post authorisation competency assessments, supervise authorised personnel to ensure maintained competence • Develop strategies to ensure competency and to monitor continued competency in veterinary and para- veterinary procedures of authorised personnel • Maintain accurate records of assessments including number of animals used and procedures performed • Submit documentation timeously as required • Ensure research groups are charged for services rendered for training and assessments, as may be required • Ensure all training and assessment is done according to AEC approved protocols and that appropriate animal welfare monitoring and record-keeping is performed on animals used in training; assist in submitting annual reports to the AEC <p>Course Development</p> <ul style="list-style-type: none"> • Plan a curriculum to expand the current courses in Laboratory Animal Science to align with international standards • Plan, facilitate and participate in the UCT Laboratory Animal Science courses; evaluate the course content, program and presentation continually to ensure it is current and of high standard and meets international training standards <p>Other Functions</p> <ul style="list-style-type: none"> • Prepare and present lectures and short courses to present to personnel, at scientific meetings and congress • Integrate selected training opportunities into UCT-wide training programmes to promote compliance and the responsible conduct of animal research amongst UCT animal users/researchers. 	<p>To fulfill South African legislation requirements with regards to persons performing veterinary procedure on animals</p> <p>In keeping with the guidelines of the South African National Standards and relevant legislation</p> <p>To ensure health and welfare of research animals</p> <p>To improve the knowledge and skill set of researchers and personnel</p> <p>To instill a culture of care and an appreciation for the intrinsic value of animal life</p> <p>Ensure ongoing competency in animal procedures in personnel</p> <p>To provide education and training in lab animal science to the wider research community</p> <p>To assist in developing and presenting accredited lab animal science courses</p>
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5	Animal Research Ethics	20	<p>Animal Ethics Committee (AEC) functions</p> <ul style="list-style-type: none"> • Serve as a member of the FHS AEC • Attend weekly AEC Exco meetings as required, and conduct all matters arising from the meeting • Attend monthly FHS AEC full meetings, attending timeously to all documentation prior to the meeting and to matters arising following the meetings • Meet with research teams before protocols are submitted to the AEC, to consult on veterinary aspects of animal care and use, to ensure good veterinary practice standards are maintained and to recommend best practices • Perform reviews of veterinary aspects of protocols, amendments and annual reports submitted to the FHS AEC • Perform post-review evaluation of responses to reviews, liaising with committee's Exco • Contribute to and participate in training of Animal Ethics Committee members • Facilitate inspections of research animal facilities by the AEC • Facilitate and participate in post approval monitoring audits, including personnel competence • Develop systems to monitor and track ethical compliance, as appropriate • Participate in updating of AEC forms, SOPs and reference documents • Advise the AEC on veterinary aspects of animal care and use as subject-matter experts • Provide feedback to the AEC on veterinary issues relating to welfare, health, mortalities, etc. • Develop standardised procedures (SOPs) for routine, specialised and unique procedures on animals <p>General Animal Ethics functions</p> <ul style="list-style-type: none"> • Engage actively in the development, implementation and refinement of animal research ethics processes • Provide consultation services to researchers on protocol development, aimed at refining experiments so as to optimise useful scientific outputs and ensuring research quality as far as possible while ensuring animal wellbeing • Develop strategies to instil and promote a culture of care in all personnel dealing with animals • Analyse animal usage and breeding statistics and correlate with animal numbers requested/approved • Develop systems, channels of reporting and feedback to enable objective assessment of animal welfare and animal ethics implementation • Oversee training to ensure the ethics of animal research and research standards at relevant animal facilities are upheld thereby ensuring high quality research • Advise and provide training on disease progression, clinical symptoms of disease, humane endpoints and intervention endpoints • Advise on appropriate scheduled medicine selection, use and administration thereof, including of analgesics, pre- medication and anaesthetic agents and antibiotics • Continually review current thinking on analgesia in research animals to provide researchers with up-to-date, well informed recommendations • Schedule and conduct routine audits and for-cause inquiries associated with animal incidents • Develop strategies for reduction, refinement and replacement of animals in research 	<p>Provide veterinary insight and advice to AEC</p> <p>SAVC authorisation of competent researchers and FHS personnel to enable research to continue</p> <p>To ensure animal welfare issues have been considered in animal research studies (protocols)</p> <p>To ensure veterinary oversight into animal health and wellbeing</p> <p>To promote an understanding of animal care, health and disease as well as animal distress and suffering</p> <p>To promote and awareness of animal ethics and welfare and to instil a culture of care in research personnel</p> <p>Ensure as far as possible animals are not allowed to suffer beyond the level required in order to answer the scientific question</p> <p>Follow up and investigate following deviation from policy, SOP or protocol</p>
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6	Administrative and Other Functions	10	<p>Administration</p> <ul style="list-style-type: none"> • Submit charges for services rendered to researchers including procedures performed, training and assessing and preparation of documentation, as appropriate • Sourcing, selecting and purchase of equipment, books, instruments and consumables as required • Prepare budgets, as required • Preparation of veterinary clinical SOPs, information and procedure documents • Develop policy documents as required to ensure that job objectives are achieved • Review and approve clinical SOPs <p>Communications</p> <ul style="list-style-type: none"> • Collegial interaction with the research community to support scientific quality and a culture of care • Maintain effective regular communications by reading and responding timeously and appropriately to emails • Conduct and actively participate in meetings, e.g. planning, search committees, management, operational etc <p>Record keeping</p> <ul style="list-style-type: none"> • Keep accurate records, hard copy and electronic, in an orderly fashion to allowing for prompt retrieval; store confidential and sensitive documents appropriately <p>Self-management and development</p> <ul style="list-style-type: none"> • Maintain personal time schedule and diary efficiently • Conduct ongoing self-development, training and learning • Expand on own knowledge base; keep current knowledge base up-to-date • Develop and conduct own research, publish in scientific publications, present at conferences • Can study for post-graduate qualifications while working, if continually meeting all job requirements <p>Perform other functions as determined by the Head of Veterinary Services, in line with the level of responsibility for the post and competence of the jobholder.</p>	<p>Promote good communications and relations between researchers, service providers, UCT administrative and other departments, vendors, contractors etc</p> <p>Maintain focus and keep boundaries to ensure healthy, stimulating working environment</p> <p>Prioritize tasks and ensure good time management</p> <p>Further personal growth and development</p> <p>Maintain legal CPD requirements</p>
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MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> BVSc degree or equivalent qualification Master's degree in a relevant scientific discipline 			
Minimum experience (type and years)	<p>Requirements:</p> <ul style="list-style-type: none"> 3 years' experience practicing as a veterinarian or veterinary specialist Registered with the South African Veterinary Council (SAVC) to practice as a veterinarian or veterinary specialist 2 years experience in the management or supervision of persons or groups of people Experience conducting research on animals or other relevant research or scientific experience <p>Advantageous:</p> <ul style="list-style-type: none"> Experience serving as member of an institutional animal research ethics committee Experience in a broad range of veterinary procedures in a variety of animal species Experience in controlled quality management systems and quality-assurance systems Experience in the management of a research animal facility, hospital or clinic Registered with the SAVC as a veterinary specialist PhD degree in a relevant scientific discipline Authoring scientific publications 			
Skills	<ul style="list-style-type: none"> Excellent interpersonal skills, verbal and written communication skills Computer skills (MS Word, Excel, PowerPoint, professional email and efficient internet use) Ability to multi-task, work under pressure, assume high level of responsibility, work alone and in a team 			
Knowledge	<ul style="list-style-type: none"> Up-to-date knowledge of the regulatory and ethical requirements for the care and use of animals for scientific purposes in South Africa Knowledge of biocontainment, working with infectious substances, health and safety in animal research Knowledge of formal quality management systems and their application in animal research 			
Professional registration or license requirements	<ul style="list-style-type: none"> Registered with the South African Veterinary Council (SAVC) to practice as a veterinarian or veterinary specialist 			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> Responsible nature, personal integrity, honesty, ethical nature, respect for animals as sentient beings Willingness to assume veterinary or emergency on-call afterhours duty including weekends, as required 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Professional Knowledge and skill	2	Adaptability	2
	Analytical thinking and Problem solving	2	Written Communication	2
	Building personal relationships	2	Quality Commitment and Work standards	2
	Communications	2	Results focus	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Designated Veterinarian for relevant UCT research animal facilities
Amount and kind of supervision received	As required for professional veterinary or related functions in which competence has not been developed
Amount and kind of supervision exercised	Supervision of multiple SAVC-authorized and SAVC-registered personnel (co-responsibility for 200 persons)
Decisions which can be made	As defined by professional registration with the SAVC and outlined in this job description
Decisions which must be referred	Decisions with significant financial impact, risk to Veterinary Services, or relating to UCT political matters

CONTACTS AND RELATIONSHIPS

Internal to UCT	UCT Core RAF; Veterinary Services; FHS AEC; ORI (RO); PIs, researchers & students (FHS, SF, other)
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