| Black RSPCA logo©.jpeg | Job Description |  |
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**Job Title:**  Staff Nurse

**Department/Team:**  Field Operations

**Location:** Harmsworth/Birmingham/Manchester Hospital

**Line Manager’s Title:** Clinical Manager

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**1.** **Overall Job Purpose**

Provide high quality veterinary nursing services, according to the standards and policies laid down by the RSPCA and RCVS, through the line management of teams of Hospital Assistants and Veterinary Nurses.

**2.** **Structure**

See Establishment Structure Charts.

**3.** **Key Tasks/Job Description**

Text highlighted in yellow relates to Staff Nurse

* Line manage Hospital Assistants and Veterinary Nurses including communication, appraisals/probationary reviews and performance reviews.
* Clinical supervision of Veterinary Nurses and Hospital Assistants to ensure adherence to daily nursing duties and protocols.
* Review, in conjunction with the Clinical Manager, the clinical standards and the level of clinical care provided against those standards.
* Provide training and development for nursing staff during their induction and continued employment on standard procedures and hospital protocols.
* Engage, promote and develop positive working relationships with re-homing centres, the public and PVS in order to maintain professional working relationships. To facilitate the policies of the RSPCA such as re-homing and welfare (i.e. treatment of pets for people who can’t afford private vet fees and responsible pet ownership message), and also portray the importance of these relationships to staff-leading by example.
* Undertake general nursing duties as required, administer treatments e.g. injections, medication, fluid therapy, dressings, first aid, euthanasia/lethal room management, including minor surgical procedures (Schedule 3).
* Carry out day to day stock control and drug ordering to required levels, including drugs, disposables, instruments and equipment.
* Engage and maintain a high standard of cleanliness throughout the hospital through supervision of Hospital Assistants and Veterinary Nurses.
* Maintain up to date accurate clinical records.
* Undertake any other duties as may be directed from time to time by the Hospital director.
* May be required to assist and deputise for the Clinical Manager in their absence.eg rota management, drug ordering, assisting with absence management and overtime management.
* 12. GMAH (Space Management) - Liaise with various homing Centres/ wildlife Centres/Branches to facilitate movement of animals to these centres for rehabilitation, rehoming/release.

While at work all staff are required to:

* Adhere to the Society’s charitable objectives which are to promote kindness and prevent or suppress cruelty to animals.

* Understand and comply with any Society Code of Conduct.

* Take care of their own health and safety and that of others who may be affected by their acts and omissions.

* Co-operate with Society policies and procedures.

In addition to your normal duties, you may occasionally be required to undertake such other

reasonable duties as necessary to meet the needs of the Society.

**4.** **Person Specification**

Please see person specification attached (appendix A)

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This job description is a statement of the job content required as of September 2017. It should not be seen as precluding future changes.

Appendix **PERSON SPECIFICATION**

**Staff Nurse**

|  | **ESSENTIAL** | **DESIRABLE** |
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| **PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS** | Qualified Veterinary Nurse and Registered with the RCVS  Up to date CPD 15hrs/year or 45 hours over 3 years. | A1 Assessor award or other NVQ assessor qualification specific to VN training. |
| **EXPERIENCE** | Significant post qualification experience working within a veterinary hospital or clinic. | Previous supervisory experience |
| **SKILLS AND COMPETENCIES** | Good communication skills written & oral  Ability to work well under pressure  Ability to manage own time effectively  Ability to work autonomously  Confident & competent decision making skills  Ability to demonstrate a high level of clinical judgement  Ability to demonstrate good organisational skills |  |
| **PERSONAL QUALITIES** | Ability to demonstrate sound leadership qualities |  |
| **SPECIAL CIRCUMSTANCES (if any)** | Ability to work weekends and cover additional shifts as required  Sympathetic to the aims of the RSPCA. |  |

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