



## Job Description



<b>Job Title:</b>	Veterinary Nurse
<b>Department/Team:</b>	Field Operations/Animal Operations
<b>Location:</b>	Animal Hospitals/Wildlife Centres/Animal Centres
<b>Line Manager's Title:</b>	Hospital Director/Centre Manager/Veterinary Officer

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### 1. Overall Job Purpose

To carry out nursing duties for animals according to the standards and policies laid down by the RSPCA and RCVS.

### 2. Structure

See Establishment Structure Charts.

### 3. Key Tasks/Job Description

- Undertake nursing duties as directed including theatre and ward(s)
- Administer treatments (Veterinary Surgeons Act 1966 Schedule 3 procedures e.g. injections, medication, fluid therapy, dressing, first aid, euthanasia) as directed, and where permitted undertake minor surgical procedures.
- Triage patients for the attention of the veterinary surgeon/s **(Merthyr Tydfill Only)**
- Maintain up to date and accurate clinical records
- Dispense drugs in accordance with professional guidelines and hospital/ clinic rules
- Monitor and replenish veterinary supplies for consulting rooms and/ surgeries as directed by the Staff Nurse/Senior Clinician/Veterinary Officer.
- Cleaning and maintenance of all surgical areas & intensive care ward including laboratories, theatres and x ray rooms.
- Cleaning and basic maintenance of veterinary equipment and machinery (eg radiography, endoscopy and dental) and sterilisation of surgical and orthopaedic instruments.
- Check machinery and other equipment as part of pre-ops and provide assistance to the vet as necessary/requested during operations.
- Ordering and maintaining stock levels of the in-house pharmacy and veterinary equipment.
- As required, the intensive care nursing of in-patients
- Take X rays and the associated administrative activities.

- Ensure that all clients of the clinic receive accurate itemised bills at the time of treatment and keep full records of these. **(Merthyr Tydfill Only)**
- Undertake continuing professional and personal development associated with the role.
- Undertake duties of a Hospital/Wildlife/Animal Care Assistant and provide support where necessary.

Undertake any other duties as may be directed from time to time by Wildlife Supervisors/Veterinary Officer/Senior Clinician/Centre Management/Staff Nurse.

While at work all staff are required to:

- Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals.
- Understand and comply with the 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.

**PERSON SPECIFICATION****Registered Veterinary Nurse**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS</b>	<p>One of the following:</p> <p>University Degree in Veterinary Nursing</p> <p>Current Level 3 Diploma in Veterinary Nursing</p> <p>The post holder must also be registered with the Royal College of Veterinary Surgeons with evidence of CPD.</p>	Higher National Diploma or equivalent in relevant subject area (Zoology, Ecology, Animal Care, Wildlife Rehabilitation, Veterinary Nursing)
<b>EXPERIENCE</b>		Previous experience of working in a Wildlife Rehabilitation Centre, Veterinary Practice, or Animal Care Centre
<b>SKILLS AND COMPETENCIES</b>	<p>Good communication skills (both written and oral).</p> <p>Confident and competent decision making skills.</p> <p>Ability to manage own time effectively.</p> <p>Ability to work autonomously.</p> <p>Ability to work well under pressure.</p> <p>Ability to make sound clinical decisions.</p>	
<b>PERSONAL QUALITIES</b>	<p>Good standard of personal presentation.</p> <p>Professional approach to Veterinary Nursing and clinical care.</p> <p>Self motivated to work independently without constant supervision</p>	

<b>SPECIAL CIRCUMSTANCES (if any)</b>	Ability to work a variety of hours and shifts  Ability to supervise peers during out of hours duties.	Sympathetic to the aims of the RSPCA
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