



Job Description



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| Job Title: | Hospital Assistant |
| Department/Team: | Field Operations/Hospitals |
| Location: | Birmingham/Manchester/Harmsworth Hospital |
| Line Manager's Title: | Staff Nurse/Clinical Manager |

1. Overall Job Purpose

To carry out nursing duties according to the standards and policies laid down by the RSPCA and RCVS, contributing to high quality animal care and good staff relationships.

2. Structure

See Establishment Structure Charts.

3. Key Tasks/Job Description

1. Undertake nursing duties including theatre, ward, and euthanasia duties as directed
2. Undertake general cleaning duties throughout the hospital including equipment, animal quarters and premises
3. Maintain up to date and accurate clinical records for every animal that comes into the hospital. This includes completing a hospital sheet with names and details, records of health and occurrences of medication.
4. Dispense drugs in accordance with professional guidelines and hospital rules
5. Monitor and restock consulting rooms and surgeries as directed by the staff nurses
6. Carry out telephone and general reception duties on a roster basis as required
7. Take accurate payments from clients for veterinary services received at the time of consultation in line with RSPCA policy
8. Ensure that all clients of the hospital receive accurate itemised bills at the time of treatment and keep full records of these

9. Undertake any other duties as may be directed from time to time by the Hospital Director
10. Undertake continuing professional and personal development associated with the role

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)

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

PERSON SPECIFICATION**Hospital Assistant**

| | ESSENTIAL | DESIRABLE |
|---|---|---|
| PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS | GCSE Grade C or equivalent in Maths, English, and a Science, or Key Skills level 2. | NVQ Level 2 in Animal Care or equivalent. |
| EXPERIENCE | Previous experience of animal care work. | Understanding of animal welfare issues. |
| SKILLS AND COMPETENCIES | Good communication skills (both oral and written). | |
| PERSONAL QUALITIES | Good standard of personal presentation. Self motivated to work independently without constant supervision for routine tasks. | Desire to train to become and Veterinary Nurse. |
| SPECIAL CIRCUMSTANCES (if any) | Ability to work a variety of shifts and hours. | |