Job Description

**JOB TITLE: VETERINARY SURGEON (DIAGNOSTIC IMAGING)**

**REPORTING TO: CLINICAL DIRECTOR (LINE MANAGER)**

**Overview**

Our aim within the practice is to treat our patients as though they were our own animals, and to treat our clients in the way we would wish to be dealt with ourselves. This philosophy should be carried through at all levels, in terms of our demeanour, appearance, professionalism and communication (between vets, clients and staff).

All clinicians are expected to provide a consistently high quality, professional veterinary service for referring veterinary surgeons, referred clients and their animals. You will be fully supported in continually developing your clinical skills in order to achieve the practice ethos of being ‘Committed to excellence’. Effective communication with clients and referring veterinary practices is essential to attain an enhanced uptake of quality veterinary care.

**Scope of role**

You will be expected to work closely with the Directors, clinical colleagues, the practice manager, nurse and reception managers as well as all other support staff within the practice in order to provide the highest standards of professional care and service for our referred clients and their animals.

**Key responsibilities**

* Provision of clinical and professional services for primary care and referred clients in accordance with our ‘veterinary surgeon’s guidance notes’ and the instructions of the Directors.
* Participation in rotas, including ‘out of hours’ service in accordance with the practice requirements
* Completion of CPD requirements in accordance with the current recommendations of the RCVS and the advice of the Directors, dependent upon personal and practice CPD needs.

**Key skills**

RCVS, European or American Diploma in Veterinary Imaging (or equivalent). Previous recent Approved Residency training and readiness to undertake Diploma examinations may be considered.

A professional approach and appearance is expected at all times.

Excellent interpersonal skills and a positive, friendly attitude are essential for effective teamwork within the practice, together with the ability to make decisions and communicate clearly and effectively with colleagues at all levels.

A commitment to practising the highest standard of veterinary medicine, upholding the RCVS code of ethics is expected at all times.

**Key clinical and administrative tasks**

* Be available during working hours to provide imaging support to personnel in the referral and primary clinics. It is expected that our diagnostic imagers will be capable of acquiring images in all modalities, as well as providing interpretation and written reports in an efficient and timely fashion. Any necessary training will be given with regard to the running of the equipment involved.
* To assist with the efficient, appropriately timed throughput of cases in the imaging department
* Attend CPD and training opportunities in agreement with the partners.
* Publishing prospective and retrospective studies and review papers.
* Giving CPD (e.g. BSAVA, WRS forums, WRS film reading evenings and regional groups etc.)
* Read, understand and implement the practice’s current clinical, operational and commercial policies.
* Maintain the highest standards of professional behaviour in accordance with the RCVS Guide to Professional Conduct.
* Do nothing which might prejudice the good name of the practice in the eyes of the public or the veterinary profession.
* Maintain excellent client/patient/surgical/medical records and make certain all necessary information is kept up to date through established protocols.
* Establish a good rapport with referring veterinary surgeons submitting images for interpretation and reporting, as well as those attending CPD events. To do so by various means including: timely professional and respectful communication; assistance in their professional growth and education through appropriate advice and recommendations; ongoing development of a positive and professional working relationship; making necessary preparations for and welcoming visitors to the imaging department e.g. CPD delegates on practice tours; participation in CPD involving the local veterinary community.
* Assist in the development and training of the paraprofessional team and veterinary residents/interns to ensure the delivery of the highest quality care and exceptional client service.
* Assist with the marketing the services of the practice through a variety of external activities to include supporting ‘open days’ and speaking at local veterinary clubs and breed clubs as well as the participating in the main core of CPD provision.

**Hours**

The start time is 8 am. One early finish is provided each week – the aim is to finish earlier than on a normal working weekday, but at what time is dependent on the case load of the day and the demands of holiday/sickness cover, i.e. the finishing time will generally be later on busy days and when team colleagues are absent, for whatever reason. An early finish day is part of the whole working week – if holidays or CPD are taken which coincide with an early finish day, this does not accrue time off in lieu.

Clinicians are expected to work efficiently and in supportive cooperation with their colleagues in order to optimise their finish time, though this will be dictated by the caseload.

**Study leave**

Costs for courses concerned with continuing professional development for veterinary surgeons will be met by the practice up to a limit of £2460 per annum (as at 2019).

Leave equivalent to a maximum of ten working days per annum may be taken in order to attend CPD courses, deliver CPD training or to undertake home study, the dates and specific requirements to be agreed and arranged with the Directors. Of the total of ten days leave, no more than the equivalent of five working days may be taken for home study, to ensure sufficient CPD is received in any given year.

CPD can be taken on an early finish day, in which case only half a day of CPD time is used. However, the number of CPD days that may coincide with early finishes and therefore be counted as half days is limited to **four half days** equating to **two full days** of CPD. You may only request a half day of CPD if your early finish day has already been confirmed and the CPD clashes with this. If a complete week of CPD is requested this will be counted as 5 and not 4.5 days.

CPD allowances (time and finance) cannot be carried over from one year to the next.

**Committee work, Board examining etc.**

Leave for the purposes of performing work for relevant professional bodies may be granted at the discretion of the Directors. A maximum of five days is allowed for this purpose.

**Holidays**

Holiday entitlement for all clinicians is 6 working weeks per annum plus Public Holidays (if not on duty). Public Holidays that are worked will be accrued as lieu days. Part-time employees will have their holiday entitlement calculated on a pro-rata basis. Holidays are to be taken as multiples of whole days.

Holidays should be spread out during the year in order to give the clinician optimal breaks from work. Holiday allowance can only be carried over from one year to the next under exceptional circumstances and with the express permission of the Directors.

For disciplines with two, three or four clinicians within the department, only one vet can be off at any one time except for illness and other exceptional circumstances e.g. where there is a clash of relevant and important CPD provision/attendance or committee work, when two may be off for limited periods, to be agreed by the Directors.

For disciplines with five or more clinicians, only two can be off at any one time, except for illness and other exceptional circumstances e.g. where there is a clash of relevant and important CPD provision/attendance or committee work when three can be off for limited periods, to be agreed by the Directors.

**Out-of-hours**

There is a shared imaging ‘out of hours’ services in accordance with practice policy. Where there is a clinical need, cases may require imaging in the evenings, at nights and over weekends and on public holidays. The Willows ‘client-facing’ clinicians dealing with these cases are dependent on the willing cooperation and support of the imaging team in order to deliver excellent patient, client and referring vet care.

**Salary**

Salaries are reviewed annually.

**Uniform**

The uniform provided by the practice (consulting tops, theatre scrubs, surgical clogs) should be worn during consultations and surgery. Sensible shoes must be worn (not trainers) and hair of shoulder length or longer must be tied back. A smart professional appearance is expected at all times.

**Subscriptions**

The practice will finance all clinicians’ membership of MRCVS, VDS plus two relevant journal subscriptions.

**Pension**

We offer a 3% contributon to the group personal pension plan which is fully compliant with current pension legislation. New employees are automatically enrolled as soon as possible from the first day of employment, subject to eligibility criteria. Full details of the scheme and your rights in relation to membership will be provided to you within 2 weeks of your contracted start date.

**Probationary period**

New appointments are subject to a three month probationary period. This can be extended if the Directors deem an extension appropriate after initial progress reviews.

**Contract**

Written terms and conditions will be issued with the employment offer letter and these should be signed and returned with the clinician’s letter of acceptance.

**Notice period**

Employment can be terminated by either party by giving the other at least six months’ notice in writing. This would not apply in the case of serious misconduct.

**Measures of achievement**

Initial progress reviews approximately one month and three months after induction

Twice yearly appraisals

Meetings of the imaging team with the Clinical Director, two to three times yearly

Feedback from other members of staff

Publications in the scientific literature including periodicals such as In Practice and Vet Times

Involvement in the provision of relevant, targeted CPD, including Willows' day and evening forums, Willows film reading evenings

Imaging department case throughput and clinical performance compared with Key Performance Indicators for the practice.

Subjective assessment of performance is made with respect to our core values of ‘Committed to excellence’ in terms of patient care, service to clients, service to referring vets, teamwork, and care of our environment