**JOB DESCRIPTION: REGISTERED VETERINARY NURSE**

**REPORTING TO: SPECIALIST WARDS TEAM LEADER/ HEAD OF NURSING SERVICES**

**RESPONSIBLE FOR: STUDENT NURSES AND VETERINARY CARE ASSISTANTS IN THE ABSENCE OF TEAM LEADERS OR HEAD OF NURSING SERVICES**

**OVERVIEW**

The role of the veterinary nurse is critical to the provision of high standards of client and patient care. The purpose of this position is to serve as a member of the nursing team. Guidance, support and co-ordination of junior nursing staff and veterinary care assistants are important aspects of the role. Working closely with other associates at all times is essential in order to ensure the smooth running the out of hours service and patient care. High standards of patient care are to be maintained at all times

**MAJOR GOALS**

* To ensure the highest standard of nursing care is provided 100% of the time to 100% of our patients
* To achieve the above whilst bearing in mind that the practice is a business and therefore costs need to be carefully monitored and sensibly managed
* To maintain accurate client and patient records
* To comply with the relevant nursing rota
* To be efficient, pleasant, polite, concerned and helpful to all clients under all conditions at all times
* To treat all practice personnel with the same respect and consideration as clients
* To help to ensure the smooth running of case throughput throughout the hospital.
* To be involved with the admission and discharge process of patients, the accuracy of which is of vital importance
* To promote our services, personnel and products, both within and outside the practice at all times
* To support marketing initiatives
* To demonstrate a commitment to continued professional development and actively participate in the staff appraisal system
* To understand and implement practice policies as supplied, updated and advised by, team leaders, Head of Nursing Services, CD and OD
* To take an active role in the training programme of student veterinary nurses junior veterinary nurses, and veterinary care assistants

**MAJOR DUTIES**

* As a night RVN you will be expected to be competent in all the below areas.
* Surgical nurses - set up, cleaning and closure of theatres, placement/care of intravenous catheters, set up and monitoring of IVFT, preparation and administration of medications, preparation and assistance with inductions, patient preparation, monitoring of anaesthesia, set up and monitoring of IVFT, completion of anaesthetic records and safety checklists, assistance with pre and post-operative imaging and recovery of patients where needed. Admit and discharge of patients
* Treatment room nurses – Radiography, assistance with CT and ultrasound, preparation and administration of pre-medications/medications, placement/care of intravenous catheters, set up and monitoring of IVFT, set up and assistance with inductions, venepuncture, processing of in-house laboratory samples and dispatch of samples monitoring of anaesthesia for non-surgical patients. Preparation and administration of pre-medications, Support with in-patient care, admits and discharges
* Ward and ICU nurses – Rehabilitations and supportive care, to include- 1-1 monitoring and advanced nursing care of critical patients, bladder management, nutrition, placement/care of intravenous catheters, pre and post-op care, pain assessments, set up and monitoring of IVFT, venepuncture, processing of in-house laboratory samples, dispatch of samples, monitoring of anaesthesia for non-surgical patients, preparation and administration of pre-medications/medication, physiotherapy, monitoring of patients during recovery, creation of nursing care plans, client visits, admits and discharges
* Support the OOH team in triage, admission of patients, and inpatient care
* On call on a rota basis

All Roles

* Common sense approach to task prioritisation, where skill set allows support for other areas during low staffing periods, high case load
* To be involved in deep cleaning, general cleaning and maintenance of premises. Regular cleaning/routine care of all equipment to include correct methods of sterilisation, and prompt reporting of any faults or damage
* Providing assistance to veterinary surgeons, as required, at all times
* Performing Schedule 3 procedures under the guidance of the veterinary surgeon and according to experience
* Accurate record keeping with regard to medical records, anaesthetic sheets, safety check lists, hospitalisation forms etc.
* Obtaining samples for laboratory testing, both in-house and externally, ensuring correct form completion and packaging. Performing in-house diagnostic tests as necessary
* Dispensing medication as instructed by the veterinary surgeon
* Equipment maintenance (request servicing/repair as necessary) and record in maintenance file
* Reception and Pharmacy duties (as and when necessary).
* Assisting with practice marketing initiatives e.g. Open Evenings, Open Days and practice tours etc.
* Assisting team leaders, and Head of Nursing Services as required
* Be fully aware of all Health & Safety issues and read all information supplied. Familiarise yourself with all available H & S information and speak to the Head of Nursing Services if you have any queries or concerns
* Welcome and provide support for visiting veterinary surgeons, students and work experience personnel; to ensure safe methods of work and minimum disruption
* Ensure competency checklist has been completed and signed off by team leader and completed copy given to Team Leader at the 3 month review.

**MEASURES OF ACHIEVEMENT:**

1. Consistent accuracy, reliability, responsiveness and sound initiative when working with other members of the practice team – positive feedback from other practice team members in this regard.
2. Accurate and timely production of any agreed tasks or projects.
3. Low level of mistakes/performance management issues. To meet performance management objectives.
4. To lead by example as an RVN ensuring a professional and positive attitude is maintained at all times.
5. To build positive working relationships with all colleagues and clients.
6. Good attendance and timekeeping.
7. To be a team player.
8. To understand and advocate the core values.
9. Reduced instances of animal related accidents or manual handling injuries.
10. High level of client satisfaction/low level of complaints.
11. High levels of satisfaction/commendation from colleagues.
12. Academic success with regard to any additional training undertaken.
13. Suggestions for improvements/innovations/cost savings that are taken up by the Practice
14. Ensure competency checklist has been completed and signed off by team leader and completed copy given to Team Leader at the 3 month review.
15. Adherence to practice policies.

**PERSON SPECIFICATION**

**JOB TITLE** – Registered Veterinary Nurse – Night Nurse

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| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** |
| Experience  Period in related field(s) | Previous experience in a busy general practice or referral practice. . Good level of autonomy with clinical duties |  |
| Knowledge | Good level of knowledge in anaesthesia, surgery, patient care, and radiography, |  |
| Qualifications | RVN qualification |  |
| Skills & Abilities | Good team working skills  Able to undertake general nursing duties competently and confidently  Legible writing  Good alphabet and reading skills |  |
| Other qualities | Must be of clean and tidy appearance  Flexible to work extra hours if needed  Good attention to detail  Able to work under pressure and keep to time restraints | Logical approach to problems.  Good delegation skills |