Job Description

**Job Title: RVN – Medicine**

Reporting to: Specialist Ward Team Leader

Overview

The role of the veterinary nurse is critical to the provision of high standards of patient and client care.

The purpose of this position is to serve as an experienced member of the nursing team with particular responsibility for medical cases. Guidance, support and co-ordination of junior nursing staff, student nurses, veterinary nurse assistants and animal care assistants are all important aspects of the role. A mature and highly professional manner and the ability to work in collaboration with other associates at all times is essential in order to facilitate the efficient running of the medicine service.

For all services, streamlining progression of cases through the treatment room, wards (including the intensive care and isolation units), surgical suite and imaging area is a top priority. High standards of patient care are to be maintained at all times.

Major Goals

* To assist in ensuring that the highest standard of professional 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 help to devise, implement and maintain accurate care plans for medical cases and to record these on patient hospital sheets
* To ensure accurate, concise and precise handover of information regarding patient care at the start and end of all shifts
* To continue to develop experience and knowledge of medical cases, to work closely with the veterinary surgeons and to become an integral part of the team involved with these cases
* To develop the necessary level of expertise to be involved with admitting patients for medical investigations and discharging patients with relevant and accurate instructions for owners
* To follow and take responsibility for implementing practice infection control policies at all times
* To communicate effectively with all members of staff
* To demonstrate a commitment to continued professional development and achieve 15 hours per year of CPD relevant to your role
* To maintain accurate client and patient records
* To comply with the nursing rota applicable to your role and participate in role swaps
* To be efficient, pleasant, courteous, 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 promote our services, personnel and products, both within and outside the practice at all times
* To support marketing initiatives
* To understand and implement practice policies as supplied and updated
* To take an active role in supervising and training veterinary nurses, student veterinary nurses, veterinary nurse assistants and animal care assistants, especially with regard to the optimal care of medicine patients
* To attend and contribute to service meetings when requested to do so and be proactive in communicating ways of improving nursing for these cases
* To attend all Clinical Support Staff meetings

**IN-PATIENT CARE**

* Placing and managing intravenous catheters and fluid therapy for hospitalised patients
* Care and maintenance of chest drains, jugular arterial and indwelling urinary catheters
* Monitoring of nutritional requirements and management of feeding tubes when necessary
* Ensuring that risks of nosocomial infections and cross contamination are minimised by attention to hygiene in all areas of the hospital, including the wards
* Accurate record keeping, especially with regard to kennel sheets, anaesthetic sheets, daily hospitalisation records, cytotoxic exposure charts and transferring information accurately to computerised case records
* Dispensing medication as instructed by the veterinary surgeon
* Pre-op care and medication
* Monitoring during the recovery period with appropriate post-op care/medication/ physiotherapy etc.
* Managing the special requirements of patients in the isolation unit and educating other nursing staff, student veterinary nurses, veterinary nurse assistants and animal care assistants appropriately

**PROCEDURES**

* Helping to collect and process laboratory samples appropriately, ensuring the laboratory area is kept clean and tidy and taking an active role in ensuring that results are performed/received and recorded in a timely fashion
* Assisting with blood collection for transfusions, blood typing, cross matching and monitoring of patients undergoing blood transfusions
* Performing blood glucose curves and developing experience and expertise with interstitial glucose monitoring
* Preparation of patients for endoscopic procedures (administration of Kleen Prep and enemas as required and ensuring patients are starved when necessary)
* Setting up and assisting with endoscopic procedures (upper and lower GI endoscopy, bronchoscopy, lower urinary tract endoscopy and rhinoscopy) and sample collection and processing (biopsies, bronchoalveolar lavage)
* Working in radiography, ultrasound and CT

**GENERAL**

* Welcome and provide support for visiting veterinary surgeons, students and work experience personnel; to ensure safe methods of work and minimum disruption
* Completion of delegated jobs list and cleaning rota
* Assisting with practice marketing initiatives e.g. Open Evenings, Open Days etc.
* Participation in nursing CPD and training in-house. Conducting mini ward rounds on a regular basis. Participation in external CPD and nursing meetings when possible to promote the practice and encourage nurse recruitment
* Reception duties (as and when necessary). Reporting progress of in-patients to clients by telephone as needed
* Applying a common sense approach to task prioritisation, as well as having a flexible approach regarding necessary cover during low staffing periods
* Perform weekend and Public Holiday duties on a 1 in 6 basis
* When case-load allows, all staff are to be involved in cleaning and maintenance of premises, especially treatment room, ICU, isolation, imaging, prep room and theatres. Regular cleaning/routine care of all equipment to include correct methods of sterilisation, and prompt reporting of any faults or damage

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 – RVN Medicine

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| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** |
| Experience  Period in related field(s) | Registered Veterinary Nurse | One year post qualification |
| Qualifications | Good awareness of H&S requirements within a veterinary environment  An understanding of Willows Core Values  Demonstrate experience of ‘Committed to Excellence’.  Previous experience conducting nurse consults. |  |
| Qualifications | RVN qualification | Clinical coach experience/A1 assessor qualification  Nursing Certificate Qualification |
| Skills & Abilities | Excellent communication skills (written and oral).  Effective and appropriate delegation  Prioritise tasks and work to deadlines  Competent IT skills particularly in Microsoft Excel and Word  Proven organisational skills  Flexible approach to work and hours.  Ability to manage time effectively  Competence of clinical skills: Willows anaesthesia trained and proficiency in taking radiographic projections. |  |
| Other qualities | Excellent attention to detail.  Able to work with a degree of autonomy and be able to recognise when to refer to senior colleague  Resilience |  |