Job Description

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

**REPORTING TO:**  **HEAD OF SERVICE**

**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). We all have a part to play in ensuring the smooth running of the various aspects of the practice.

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, Head of Imaging, clinical colleagues and other clinical and non-clinical team leaders as well as all other support staff within the practice in order to provide the highest standards of professional care and service for our referring vets, clients and their animals.

**Key responsibilities**

* Provision of clinical and professional services for referred clients in accordance with our ‘veterinary surgeon’s guidance notes’ and the instructions of the directors and the Head of Imaging
* Participation in rotas, including ‘out of hours’ service in accordance with the practice requirements.
* Training towards and fulfilling the requirements of the European Diploma in Veterinary Diagnostic Imaging and producing the required publications within the deadlines set.

**Key skills**

At least three years qualified

Have undertaken a relevant Internship and have previous experience dealing with a variety of small animal diagnostic imaging cases.

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 care for in-patients, investigate clinical cases and provide the appropriate diagnostic services for animals under his/her care.
* 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.
* Develop a rapport with clients and referring vets, and determine their needs and wishes
* Perform diagnostic procedures in a way that will deliver the highest quality care whilst minimising patient stress and discomfort; recommend referral to other Willows’ specialists if appropriate.
* Explain diagnostic findings and communicate to the colleague, referring vet or client a diagnosis of the pet’s problems; generate verbal and written reports; educate the colleague, referring vet or client on the best course of action.
* Maintain excellent client/patient records and make certain all necessary information is kept up to date through established protocols; assist colleagues in follow up and future management of the patient.
* Establish a good rapport with referring veterinary surgeons including: timely professional and respectful communication with an emphasis on reporting communications with the client; assistance in their professional growth and education through recommendations and interaction on referred and shared cases; ongoing development of a positive and professional working relationship; participation in Continuing Professional Development involving the local referral community.
* Participate in imaging rounds. Examples of topics include journal reviews, neuroimaging rounds, conference synopses and discussion of previous examination questions.
* Attend relevant CPD courses both in the UK and overseas.
* Fulfil all necessary externship and other credential requirements of the ECVDI in order to sit the Diploma examination.
* Undertake clinical research projects resulting in the publication of papers in referred journals to satisfy the criteria for ECVDI examination, and submit this work in good time to be able to sit the examination following completion of the Residency.

**Hours**

The start time is 8 am, but clinicians may need to arrive earlier if the need arises. Clinicians are expected to work efficiently and in cooperation with their colleagues (handing over cases as required) in order to optimise their departure time. Telephone calls from clients or referring vets to discuss cases should always be taken but the duration of these should be minimised; appropriate referral to or re-examination at Willows should be encouraged instead.

**Study leave**

Costs for courses concerned with continuing professional development for veterinary surgeons will be met by the practice up to a limit of £3000 per annum (as at 2020). Any additional finance or time will be allocated at the discretion of the directors.

A minimum of twenty percent of time can be taken ‘off clinics’ for study leave and to fulfil the ECVDI Residency requirements. This would typically be taken as 1 week in every 5.

CPD allowances (time and finance) cannot be carried over from one year to the next without explicit consent of the directors.

**Holidays**

Holiday entitlement for residents is 25 days 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 cannot be carried from one year to the next aside from under exceptional circumstances and with the express permission of the directors.

An additional day of leave is available to be taken on or as close as possible to your birthday, keeping in mind operational requirements of the hospital.

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 Diagnostic Imaging ‘out of hours’ service in accordance with practice policy.

**Genuine emergencies need to be seen by the Willows clinician on duty as a matter of priority, subject to the owners being comfortable with the anticipated financial implications.**

**Salary**

Salaries are reviewed annually.

**Uniform**

The uniform provided by the practice (consulting tops, theatre scrubs, surgical clogs) should be worn during work, in accordance with the practice’s dress code. 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**

All employees are automatically enrolled into our company pension scheme as soon as is practicably possible with regards to processing the next payroll. Full details of the scheme and your rights in relation to membership will be provided to you within 8 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; these should be signed and returned with the Resident’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 review approximately one month and three months after induction

Twice yearly appraisals with the Clinical Director

Meetings of the diagnostic imkaging team with the Clinical Director and Hospital Managing Director, two to three times yearly

Feedback from other members of staff

Feedback from externship centres

Feedback regarding research projects and production of publications for Diploma requirements

Feedback from clients and referring vets

Case throughput and clinical performance compared with Key Performance Indicators for the practice

Subjective assessment of performance will be judged against Willows Core Values, of Commitment to Excellence in clinical standards, client care, care of referring vets, teamwork and care of our environment