



Job Description	Veterinary Nurse
Based at	28 Clewer Hill Road, Windsor, SL4 4BS
Reporting to	Alison Todd, Head Nurse
Job purpose	To carry out veterinary nursing duties according to the standards and policies laid down by the RCVS and Forest House, contributing to high quality animal care and good staff and client relationships
Key responsibilities and accountabilities	<ul style="list-style-type: none"> • Undertake nursing duties including theatre, kennels, dispense and recovery • Administer treatments as per the rules set by the Royal College and under the supervision of the veterinary surgeon (e.g. injections, medication, fluid therapy, dressing, first aid) • Assist veterinary surgeon with euthanasia and other minor clinical procedures • Undertake general cleaning duties throughout the hospital including equipment, animal quarters and premises • Dispense drugs in accordance with professional guidelines and hospital rules • Monitor and restock consulting rooms and dispense area as required • Process, record and file laboratory results • Cover evening, night and weekend nurse duties as per the rota provided • Carry out hospital admissions and discharges with clients • Complete allocated extra duties as required • Undertake continuing professional and personal development associated with the role • Ensure comprehensive records of admissions, care, treatments and outcomes are maintained • Establish and maintain effective working relationships with co-workers and the general public • Perform reception duties in an efficient, professional and courteous manner when required • Maintain regular consistent and professional attendance, punctuality and personal appearance • Adhere to stated policies and procedures relating to health and safety • Other occasional jobs at the discretion of the practice manager or head nurse • NB - Student nurses must attend college and maintain the required commitment and application to their studies. They must also only act under the correct guidance and supervision and work within the rules set by the Royal College in relation to their experience and qualifications

<p>Working Hours</p>	<p>All nurses work according to the published rota prepared by the Head Nurse.</p> <p>Nurses are required to work at weekends and night duty as per the rota. These normal hours of work may be varied to meet the needs of the business.</p> <p>The rota will include the following shifts across a week and include one hour for lunch unless otherwise specified:</p> <ul style="list-style-type: none"> • Dispense – 8.15am to 6pm (1.5 hours lunch) • Theatre – 8am to 5pm • 2nd Ops – 8am to 5.15pm • Kennels – 9.30am to 6.30pm • Recovery – 7.30am to 4.30pm • Night Duty – 4pm to 10am • Weekend – 8am to 8am <p>Nurses working night duties or weekends are provided with a duty room and can go to bed but they are still on-call and may be required to give medication or attend to cases during the night.</p> <p>When working a Saturday, the nurse will work the Wednesday night duty, finish at 10am Thursday morning and also have Friday off.</p> <p>When working a Sunday, the nurse will be off at 8am Monday morning, work as usual Tuesday and Wednesday, work the Thursday night duty and finish at 10am Friday morning.</p>
<p>OOH</p>	<p>Forest House works in partnership with Vets Now.</p> <p>From the end of consultations to 9pm weekdays and 5pm at weekends the On-Call nurse will take calls from clients worried about their pets and handle accordingly, which may involve contacting our vet.</p> <p>After this time, all incoming calls will divert to Vets Now. The on-call nurse will be responsible for caring for existing any in-patients.</p>
<p>Key Contacts External and Internal</p>	<ul style="list-style-type: none"> • Practice Principal • Practice Manager • Head nurse • Clients • Veterinary staff • Nursing Staff • Reception and administration staff • External suppliers
<p>Essential role related knowledge, skills, qualifications and experience</p>	<ul style="list-style-type: none"> • Qualified RVN • Supervisory experience • Strong communication skills (verbal and written) • Computer literate (experience with Excel and Word) • Strong organisation and time management skills • Customer/client focussed • Numerate • Enthusiastic • Team player • Calm under pressure

