**Vet’s Klinic Job Description**

**Post**  Registered Veterinary Nurse

**Responsible to** Head Veterinary Surgeon

**Responsible for** Clients and patients of the practice

**Purpose**

To assist the veterinary surgeon in the delivery of high standards of veterinary care and treatment to patients of the practice. Carry out nursing duties in accordance with practice policy.

**Key responsibilities/accountabilities**

**General**

* Maintain a professional and welcoming approach at all times when dealing with clients and members of the public and where necessary, demonstrate empathy towards patients
* Undertake reception, theatre, consulting and ward duties on a rota basis.
* Ensuring that the practice is kept clean and clinical standards are met by completing relevant work sheets and adhering to Standard Operating Procedures (SOPs).
* Maintain all appropriate records for patients for consultations, consent, in-patients and anaesthetic monitoring.
* Performing Schedule 3 procedures under the guidance of the Veterinary Surgeon and according to experience.
* Maintain a friendly, helpful attitude to clients and all times try to be empathetic to individual client needs.
* You must be involved in the cleaning and maintenance of premises, especially the preparation room, radiography and theatres. Regular cleaning/routine care of all equipment to include correct methods of sterilisation, and prompt reporting of any faults or damage to the Head Nurse.
* Ensure monetary transactions are handled correctly and you are aware of the procedures in place.
* Assist colleagues as required.
* Attend and contribute to regular practice meetings.
* Maintain RVN status by undertaking regular CPD (15 hours annually).
* Assist in the in the training of student Veterinary Nurses as required.
* Adhere to Health & Safety Policies.
* Assist with marketing activities as required.

**Reception duties**

* Greet clients in person or on the telephone in accordance with company guidelines and endeavour to assist clients with their enquiries.
* Ensure that all efforts are made to maintain up to date patient and client details when they contact or visit the surgery.
* Take payments for treatments and organise repeat visit appointments.
* Ensure all laboratory samples both internal and external are processed, run and placed for collection as required. Samples should be correctly stored and packaged in accordance with the SOP and the corresponding paperwork completed. In-house diagnostic tests completed as required and results reported to the veterinary surgeon.
* Tidy reception, laboratory and dispensary making sure all paperwork is filed and archived correctly and lab results and referral letters are copied on to the appropriate patient accounts.
* Unpack, check and distribute any stock received.
* Process insurance forms in accordance with practice policy.
* Triage patients on the phone or on arrival to the practice as required.
* In conjunction with the consulting Veterinary Surgeon ensure repeat prescription medication is processed daily and ready for client collection.
* Reconcile the till at the end of the day and fill out the necessary paperwork.
* Assist the Consulting Nurse as required.

**Theatre Duties**

* Prepare theatre for the days surgical list.
* Admit surgical in-patients in conjunction with the operating Veterinary Surgeon, educating the client to provide informed consent to the given procedure, in line with the standards set out in the RCVS Professional Guide to Conduct.
* Prepare the equipment and medications required for procedures under the direction of the Veterinary Surgeon, ensure that the anaesthetic trolley/machine is checked daily following the relevant SOP and that the crash box is fully stocked and in date.
* Assist the Veterinary Surgeons in all aspect of care including anaesthesia, dentistry, diagnostics and surgical procedures as needed.
* Competently monitor and maintain sedation/general anaesthesia under the direction of the operating veterinary surgeon.
* Arrange appointments and discharge patients in conjunction with the operating veterinary surgeon.
* Assist with stock levels by making a list of required items in the prep room and theatre and informing the Head Nurse.
* Clean and tidy the operating theatre and the prep/recovery rooms at the end of use ensuring a high level of cleanliness is maintained in accordance with cleaning protocols.
* Assist the Ward Nurse as required.

**Consulting Duties**

* Assist the Consulting Veterinary Surgeon with consultations aiding time efficiency by taking payments, typing brief notes, booking appointments, organising medication as directed, animal restraint and discussing preventative health care with owners.
* Perform Nurse clinic appointments as needed.
* Assist with the maintenance of stock levels.  Ensuring that clinical areas, including consulting rooms, are kept properly stocked. Make additions to the order list for stock levels that are notably low.
* Ensure the consulting rooms are clean and tidy to practice standards.
* Assist the reception nurse as required.

**Ward Duties**

* You must make sure that all animals are cared for appropriately, to include regular monitoring of all patients. You must make sure that all animals are fed, provided with water and exercised as directed by the Veterinary Surgeon.
* Administration of medication prescribed by the Veterinary Surgeon.
* Take an active role in ward rounds and handovers to the appropriate Veterinary Surgeons where required. Additionally organise the transfer and paperwork required for in-patients requiring the out of hours service.
* Ensure the wards are kept clean and tidy in accordance with practice standards. Bedding, bowls and trays should all be cleaned daily.
* Clean and re-sterilise surgical kits used in theatre following the appropriate SOP.
* Assist the theatre nurse as required.
* Obtain samples for laboratory testing as directed.

**THIS LIST IS NOT EXHAUSTIVE AND ALL PERSONNEL MAY BE REQUIRED TO PERFORM DUTIES OUTWITH THEIR NORMAL RESPONSIBILITIES FROM TIME TO TIME**