



Job Title: Senior Coordinating Veterinary Nurse

Department: Prep

Reporting to: Clinical Nursing Coordinators

FURTHER PARTICULARS

Role Description:

A Senior Coordinating Veterinary Nurses' role is to assist with the clinical work-flow of patients through the hospital providing leadership to their team and deputise for the Clinical Nursing Coordinators when necessary. They will assist with the organisation of the clinical flow for the cases coming through the hospital, helping to manage the work list for the day, preparing equipment, obtaining clinical samples, facilitating prep and theatre space and ensuring all tasks are completed in a timely and professional fashion. They will assist the Senior Clinical Veterinary Nurses in their role if needed. They will be part of the nursing rota covering out of hours and weekends.

Together we will demonstrate safe, clinical decision-making and expert care along with compassionate communication for patients referred to Fitzpatrick Referrals. You will be care driven, have excellent communication skills, exceptionally organised, thorough and be able to support a 24/7 team environment.

Responsibilities and Tasks:

- Provide, promote and develop the highest level of nursing care, unrivalled anywhere in the world, to all patients under our care
- Maintain precise patient records through accurate notes and charging and ensure itemised charge sheets are completed
- Comply with the nursing rota
- Be polite and courteous to all clients at all times and provide help and assistance where needed
- Be courteous and respectful to all members of the team and always act with integrity
- Support marketing initiatives and promote our services both within and outside the practice
- Actively participate in and maintaining continued professional development
- Assist the Veterinary Specialists with clinical workload by ensuring that the clinical facilities work to their optimum levels
- Assist the Clinical Nursing Coordinators in ensuring that the clinical flow goes smoothly and efficiently
- Deputise for the Clinical Nursing Coordinators when necessary
- Ensure that optimum communication occurs within the clinical team
- Liaise with clinical staff in various areas of the hospital to coordinate case transit and care
- Practise and demonstrate advanced nursing skills
- Assist in providing training and mentorship for new and existing nurses
- Oversee the maintenance of equipment in prep
- Clinical nursing assessments – general health, BCS, basic parameters
- Ensuring that clinical sampling and collecting/sending clinical tests are completed
- Assist with radiography
- Assist with anaesthesia induction and monitoring including for advanced/critical cases
- Able to perform basic reception duties
- Assist the Senior Clinical Veterinary Nurses as needed
- Co-ordination of the clinical floor
- Maintaining stock levels of supplies as needed
- Act as an advocate for the nursing team and work by the standard operating procedures implemented by the hospital
- Carry out all specific tasks and responsibilities as asked to by the Clinical Nursing Coordinators
- Be fully aware of and work within the practice's health and safety policy
- Knowledge of how to deal with emergency situations within the hospital
- Welcome and provide support for visiting veterinary surgeons, students and work experience personnel
- Follow employee handbook policy
- In addition to your main duties you will be required to carry out such other duties consistent with your position to meet the needs of the Practice and as the Practice may from time to time require.

PERSON SPECIFICATION

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form part of the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Requirement	Essential	Desirable	Assessment
Qualifications and experience	<ul style="list-style-type: none"> Veterinary Nurse accredited qualification RCVS registration Have at least 2 years post qualification experience 	<ul style="list-style-type: none"> Have, or working towards, an advanced veterinary nurse qualification Experience of working in a referral setting Previous experience of training team members Previous experience of leading a team 	Application and interview
Knowledge	<ul style="list-style-type: none"> Wide knowledge base of all areas of veterinary nursing Knowledge of advanced, high-level nursing care 	<ul style="list-style-type: none"> Knowledge of orthopaedic and neurology care Knowledge of leading and co-ordinating a team 	Interview
Personal skills	<ul style="list-style-type: none"> Ability to work as a team player Excellent interpersonal and verbal communication skills Ability to work on own initiative Exceptional organisational and time management skills Ability to work under pressure Logistical skills 		Application and interview
Clinical skills	<ul style="list-style-type: none"> Competent in advanced nursing skills Competent in monitoring advanced anaesthesia Experience in team coordination and optimising clinical work-flow 	<ul style="list-style-type: none"> Competent in client communication Competent at nursing high dependency and ICU cases 	Application and interview
Personal Characteristics	<ul style="list-style-type: none"> Compassionate and caring Enthusiastic and motivated Determined Confident Flexibility Smart and well presented Proactive in learning and progressing career 		Interview
Other	<ul style="list-style-type: none"> Right to work in the United Kingdom Prepared to do shift work including weekends, bank holidays, night duties and on call on a rotational basis Have access to transport to commute to the practice Prepared to cover the senior co-ordinating veterinary nurses duty in their absence 		Interview
Values	<ul style="list-style-type: none"> Integrity – We always endeavour to do the right thing Innovation – We challenge ourselves to develop new and better ways to solve problems Care – We care passionately about what we do Education – We are totally committed to learning and sharing knowledge and information Community – We work best when we work as a team 		Interview

Application Process

Please send a completed application form together with your cv by email to:
recruitment@fitzpatrickreferrals.co.uk