



Job title: Senior Veterinary Nurse (In patient wards)

Department: Oncology and Soft Tissue

Reporting to: Head Nurse

Role description:

This key role is to provide effective operational management of the inpatient wards, organise and deliver high quality nursing care from admission to discharge and clinical leadership to the hospital-wide team.

The post holder will supervise, educate, mentor and guide all clinical staff working within the wards, ensuring they are competent and confident in the delivery of their duties.

The post holder will assist in the organisation of the clinical flow of the cases coming through the hospital, helping to manage the work list for the day, ensuring all tasks are completed in a timely and professional fashion.

The post holder will assist in maintaining daily, timely communication to the owners, ensuring that all clinical developments are discussed and that when needed, the financial situation is also highlighted to the owner, ensuring permission to incur additional costs is received.

The post holder will be part of the nursing rota covering out of hours and weekends after an initial 6 month period.

Together we will demonstrate safe, clinical decision-making and expert care together 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 operate in a 24/7 team environment.

Responsibilities and tasks:

Professional responsibilities:

- Maintain professional nursing standards in accordance with the Royal College of Veterinary Surgeons (RCVS) guidelines
- Responsible for the supervision and management of the nursing/auxiliary teams in accordance with professional and RCVS standards
- Maintain precise patient records through accurate notes and charging and ensure itemised charge sheets are completed
- Ensure effective communication so that all staff working on the wards are aware of operational procedures and hospital developments.
- Assist the Head Nurse with the operational requirements in the delivery of a consistent, safe service in all aspects of the patient journey whilst instilling a culture of customer service throughout the nursing/auxiliary teams
- Act as clinical resource and expert in leading and directing patient care within the ward areas.
- To provide consistent, clear, clinical and professional leadership and act as a mentor for all staff demonstrating professional awareness and accountability in care.
- Manage staff effectively, delegating appropriately and holding them accountable for the delivery of specific targets, maximising performance through regular performance coaching and review, ensuring they meet the required standards whilst developing their skills and knowledge.
- To provide clinical training and mentoring to nursing and auxiliary staff.
- Ensure pain scores sheets and early intervention sheets are compliant and effectively used.
- Work in accordance with the FR protocols and policies.
- Actively participate in and maintaining continued professional development
- Assist the Senior Nurse Clinician in ensuring that the clinical flow works smoothly and efficiently
- Ensure that the patient receives the highest possible standard of care during its stay in the hospital
- Liaise with clinical staff in various areas of the hospital to coordinate case transit and care
- Practising and demonstrating advanced nursing skills.
- Ensure that all clinical tests are fully completed and documented appropriately.

Management responsibilities:

- Participate in the recruitment of staff
- Assist with the induction/orientation of all staff to the inpatient ward areas
- Support marketing initiatives and promote our services both within and outside the practice
- Assist the Veterinary Specialists with clinical workload by ensuring that the clinical facilities work to their optimum levels
- Providing training and mentorship for the general nurse team
- Ensure all equipment is fully maintained and available, quarantining any items suspected faulty and ensuring repairs are undertaken in a timely fashion
- Ensure that all charges are recorded accurately and that communication with the owners is timely when estimates are reached, avoiding unnecessary stress and financial embarrassment.
- Create and maintain ward standard operating procedures and ensure the team work by them
- Review and maintain stock levels, ensuring sufficient supplies are available, and that there is no 'just in case' culture.
- Tracking and reviewing of infection levels and implementation of cleaning policies in wards
- Welcome and provide support for visiting veterinary surgeons, students and work experience personnel

Health & Safety

- Be aware of, and conversant with, the Health and Safety At Work Act (1974) and comply with the regulations set down to ensure safety to patients, staff and visitors
- Ensure a robust Infection Prevention and Control policy is in place and adhered to by all staff and visitors.
- Implement Health and Safety/Infection control audits, producing rectification plans as needed.
- Ensure all incidents and untoward occurrences are recorded according to Hospital Policy
- Be aware of, and conversant with, the Hospital Fire Policy and be fully aware of the position of fire alarms, emergency equipment and exits.

Governance

- Assist the Clinical Director and Head Nurse in ensuring compliance with risk assurance processes including: health and safety, security, clinical governance, Royal College of Veterinary Surgeons (RCVS) guidelines, and data protection.
- With the Head Nurse, implement and embed a culture of prevention through education
- Assist in the completion of clinical audits; e.g. audits of inpatient notes.

Infection control

Infection prevention and control is an essential aspect of patient care. All post holders have a personal obligation to act to reduce Hospital Acquired Infections. Post holders must be familiar with the Hospital's Infection Control Policies, including those that apply to their duties such as the Uniform Policy. Post holders must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, for example, the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Disclosure of Information

During the course of your work, you will come into possession of confidential information concerning patients, their families, Fitzpatrick Referrals Oncology and Soft Tissue Hospital and its staff. This information should be treated confidentially and in accordance with the Data Protection Act (1998) and European Regulations

Data/Security

The post holder is responsible for ensuring he/she maintains the integrity and quality of both computerised and manual data

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 • Evidence of continuous professional development • Experience of writing and implementing Policies and SOPs 	<ul style="list-style-type: none"> • Have or working towards an advanced veterinary nurse qualifications • Have previous leadership experience • Previous experience of training members of staff • Experience of working in a referral setting 	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 • Knowledge of medical oncology conditions 		Interview
Personal skills	<ul style="list-style-type: none"> • Ability to work as a team player • Excellent interpersonal, written and verbal communication skills • Strong organisational and planning skills • Ability to work on own initiative • Good organisational and time management skills • Ability to work under pressure 		Application and interview
Clinical skills	<ul style="list-style-type: none"> • Competent in client communication • Competent in working with chemotherapy drugs 	<ul style="list-style-type: none"> • Competent in monitoring advanced anaesthesia • Competent in advanced nursing skills 	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 clinical nursing managers duties 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