

| Post Details | | Last Updated: | |
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| Faculty/Administrative/Service Department | Faculty of Health & Medical Sciences (FHMS) School of Veterinary Medicine | | |
| Job Title | Registered Veterinary Nurse (RVN) (Spay & Neuter Clinic) | | |
| Job Family | Technical & Experimental | Job Level | 4 |
| Responsible to | Faculty Operations Manager / Spay and Neuter Clinic Lead Academic | | |
| Responsible for (Staff) | n/a | | |
| <u>Job Purpose Statement</u> | | | |
| The main focus of this role is to provide clinical management and support for the school of Veterinary Medicine's Spay & Neuter Clinic at The Mayhew. Working with the academic lead the post holder will provide a high standard of animal care and welfare to all animals undergoing surgery and support the veterinary surgeons during procedures to ensure a positive student experience. | | | |
| <u>Key Responsibilities</u> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) | | | |
| <ol style="list-style-type: none"> 1. Maintain high standards of care and welfare for animals undergoing surgery procedures in accordance with statutory regulations, local policies, and RCVS guidelines. 2. Provide high level & knowledgeable support to staff and students working within the Clinic, including the preparation and maintenance of the laboratory, holding areas and clinical equipment. 3. Ensure that the Clinic is fully equipped with the necessary stock of consumables and supplies (drugs, equipment etc.) both to facilitate teaching and to meet the husbandry needs of the animals housed in the Clinic. 4. Maintain accurate written and computerised health records for all animals within the care of the Clinic. 5. Maintain cleanliness of all areas with support from students. 6. Assist in producing health & safety documentation including CoSHH forms, Risk Assessments and Standard Operating Procedures (SOPs) when required with guidance from appropriate managers. <p>N.B. The above list is not exhaustive.</p> | | | |
| All staff are expected to: | | | |
| <ul style="list-style-type: none"> • Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. • Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. • Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. • Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. • Undertake such other duties within the scope of the post as may be requested by your manager. • Work supportively with colleagues, operating in a collegiate manner at all times. | | | |
| Help maintain a safe working environment by: | | | |
| <ul style="list-style-type: none"> • Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. • Following local codes of safe working practices and the University of Surrey Health and Safety Policy. | | | |
| <u>Elements of the Role</u> | | | |
| This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role. | | | |

Planning and Organising

The post holder will work independently within an established operating environment as guided by the academic lead and Veterinary Surgeons.

They will prioritise their own workload to meet deadlines and achieve objectives.

The post holder will be responsible for planning a work schedule for routine care and husbandry of animals and ensuring that it is complied with.

The post holder will be responsible for ensuring that maintaining accurate records of health, welfare for animals within their care.

Problem Solving and Decision Making

The post holder will monitor the health & welfare of animals within their care and be able to report signs of ill health to management/Veterinary surgeon.

Continuous Improvement

The Post holder is expected to participate in continuous professional development (CPD) to maintain their RVN status.

Accountability

- The Clinic includes hospital standard dog kennels, a cattery and two operating theatres.
- The post holder is expected to abide by all relevant laws and regulations relating to the health & safety, welfare and movement of animals. Failure to comply could have a detrimental impact on the welfare of animals or the spread of disease between animals or handlers, including staff, students and visitors.
- The post holder will assist with monitoring and maintaining a safe working environment within the clinical teaching and animal handling areas, reposting issues to line management when necessary

Dimensions of the role

- The post holder should work effectively as part of a team to ensure a high standard of animal care, surgery and recovery and ensure a cohesive approach to the service delivered. A flexible approach to the delivery of work within the team is essential.
- The post holder holds no budgetary or line management responsibility

Supplementary Information

- The post holder will be required to work from 08:00 -17:00 Tuesday & Wednesday each week as 16 hours per week in semester 1 & 2.
- The post will include manual handling tasks including lifting and carrying, with the use of lifting aids. This will also include the handling and restraint of large dogs and carrying animal baskets.
- The post holder will be expected to wear a uniform and personal protective equipment, including, hats or masks (where appropriate). Full uniform will be supplied.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

Registration with the Royal College of Veterinary Surgeons as a Registered Veterinary Nurse (RVN)

E

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).

**Essential
/
Desirable**

**Level
1-3**

Thorough and significant nursing experience including in a veterinary theatre environment

E

3

A comprehensive understanding of animal care and welfare regulations relating to cats and dogs

E

2

Excellent interpersonal and communication skills

E

2

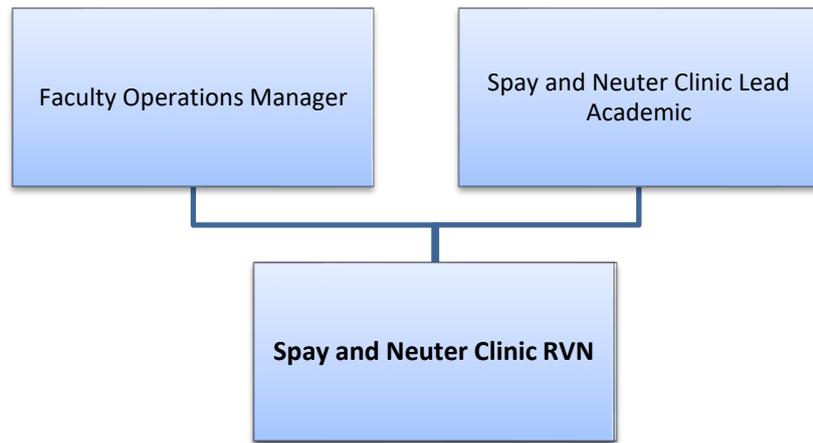
Experience in preparing health and safety documents including risk assessments and CoSHH forms and standard operating procedures

D

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| Special Requirements: | Essential / Desirable |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| First Aid certificate or willingness to undertake training to act as dedicated first aider | D |
| Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade. | Level 1-3 |
| Communication Adaptability / Flexibility Customer/Client service and support Planning and Organising Continuous Improvement Problem Solving and Decision Making Skills Managing and Developing Performance Creative and Analytical Thinking Influencing, Persuasion and Negotiation Skills Strategic Thinking & Leadership | 2 2 2 2 1 2 n/a 1 1 2 |
| <p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p> | |
| Organisational/Departmental Information & Key Relationships | |
| <p><u>Background Information</u></p> <p>The Faculty is the second largest in the University, with 2000 full-time and nearly 2000 part-time students.</p> <p>As the UK's only truly distributed School of Veterinary Medicine, we are creating a vet school that is different. Whilst embracing the traditional values of professionalism, scientific curiosity, and clinical excellence, we are also developing a school with broad horizons.</p> <p>Our extensive network of partners in clinical practice, industry and research opens up unique learning opportunities for our students and for industry-relevant research. Our global outlook ensures an international perspective on all aspects of veterinary science.</p> | |

Department Structure Chart



Relationships

Internal

- The post will require daily communication and regular meetings within the Clinical team to organise and prioritise the workload and animal care within the neutering clinic.
- The post holder will be required to communicate with staff, students and academics from various disciplines to provide a positive teaching and learning environment for students.
- The post holder may be expected to provide cover to other areas within the School or Faculty to meet business needs.

External

- The post holder will be required to liaise with staff members from the host practice to maintain sufficient stock of drugs, consumables and equipment, good communication skills and attention to detail are required for this post.