



## **JOB DESCRIPTION**

**JOB TITLE:** Head Registered Veterinary Nurse  
**REPORTING TO:** Clinical Director  
**LOCATION:** Holly House Veterinary Surgery, Mobberley Road, Knutsford, Cheshire, WA16 8HT  
**DATE WRITTEN:** March 2025

### **OVERVIEW:**

Our aim within the practice is to treat our patients as though they were our own animals, and to treat our clients in the way we would wish to be dealt with ourselves.

This philosophy should be carried through at all levels, in terms of our demeanour, appearance, professionalism and communication (between vets, clients, external providers such as laboratories and staff). We all have a part to play in ensuring the smooth running of the various aspects of the practice.

All staff are expected to work to the highest of clinical standards.

Support and training will be provided to ensure these standards of clinical excellence are attained.

### **Purpose of position**

Responsibility for creating and maintaining the highest standards of nursing care and professional performance.

Work as part of the practice leadership team (Clinical Director and Practice Co-ordinator) to ensure smooth running of the practice.

To liaise with the Veterinary Surgeons to ensure maintenance of 'best' veterinary practice and effective running of the practice.

### **General Duties**

- Ensure familiarity and adherence to the RCVS Code of professional conduct.
- Ensure that your registration with the RCVS remains up to date.
- Ensure that your duties are carried out to the highest standard and support the practice leadership team with the smooth and efficient running of the practice.

- Ensure that your areas of personal responsibility are carried out to the highest standard and with the commitment required to carry them out effectively.
- Assist the Veterinary Surgeons, in line with the code of professional conduct and schedule 3
- Support any nursing assistants and / or student veterinary nurses in all aspects of nursing care including acting as a Clinical Coach where required.
- Maintain a cleaning regime within the practice to ensure high standards are maintained throughout.
- Ensure that all areas of your Veterinary Nursing role are completed correctly and efficiently following all guidelines.
- Conduct nurse clinics and ensure the nursing team can provide a wide range of services within these clinics.
- Work alongside the Clinical Director to ensure clinical standards are maintained and reviewed appropriately, this could include conducting clinical audits.
- Assist in the maintenance of good stock control in all areas of the practice.
- Ensure that patient documentation and records are maintained and medications are correctly supplied to patients.
- Line management of the nursing team to include regular 1:1 meetings, 6 month reviews, PDRs and absence management.
- Support the development and progression of the nursing team.
- Manage the nursing and front of house team's monthly and weekend rotas to ensure sufficient cover is always available.
- Management of annual leave for the nursing team
- Oversee the production and maintenance of both clinical and non-clinical SOPs within the practice.
- Ensure health and safety requirements are being met and that all equipment is regularly serviced and maintained.
- Involvement in practice development and finances as part of the practice leadership team.
- Complete the equivalent of 15 hours continuing professional development (CPD) each year, on topics discussed and agreed with your line manager. CPD must be recorded in line with RCVS requirements and a copy kept at the practice for regular audit.
- Reflect on your own performance, strengths and weaknesses and develop yourself to maintain competence in all aspects of your role.

### **Principals of Practice:**

You must seek to ensure the health and welfare of animals committed to your care and fulfil your professional responsibilities, by maintaining five principles of practice:

1. Professional competence
2. Honesty and integrity
3. Independence and impartiality
4. Client confidentiality and trust
5. Professional accountability

### **Additional notes:**

As the Willows group has many branches it might be necessary for you to support other practices and be considerate of their needs as well as the needs of your own branch. Occasionally due to un-foreseen circumstances, staff may need to be seconded to facilitate cover at other surgeries, and your co-operation in supporting the logistics of this may be required.

Holly House Vets in Knutsford have been at the heart of the community providing dedicated care for pets for over 30 years.

Our surgery in Knutsford has a devoted and experienced team of vets and nurses who are committed to providing the highest levels of veterinary care and advice. Our team adopt an empathetic approach to veterinary care, providing both reassurances to our nervous patients and cuddles to our more enthusiastic ones.

We have access to a range of facilities and equipment including in-house diagnostics, digital x-rays, digital ultrasound and endoscopes.

This is an opportunity to join the team that support the vets in Knutsford, Cheshire. You will be joining a team of:-

- 3 Vets (2 FTE)
- 1 Head Nurse, 1 Qualified Nurse, 2 Student Nurses
- 2 Animal Care Assistant/Receptionists

Car parking is available at the practice.

This is a full-time role working 37.5 hours between 8 am to 7:30 pm Monday and Tuesday and 8 am to 7:00 pm Wednesday, Thursday, Friday and includes working 1:5 Saturdays 8.30 am to 12.30 pm (which is taken back as TOIL). There is the possibility to work the hours over 4 days Monday to Friday. RVN's also contribute to the rota at our Beech House Vet Centre in Warrington which includes working 1:8 weekends and up to two Bank Holidays per year.

There is some sole working on the weekend rota at the practice so candidates need to be confident in their clinical skills and independent decision making.

This role offers the opportunity to support our Clinical Director in leading the team within the practice where you will have the opportunity to really influence clinical nursing skills, run Nurse Clinics and support our Student Nurse/s so previous Clinical Coach training is essential for this role.

This is a temporary role required in order to provide cover for the current job holders' maternity leave and is expected to be required from August 25 for up to a year.

Candidates must be RCVS registered and fully qualified and ideally will be a driver with access to a vehicle.

Holiday entitlement is 30 days per year (including Bank Holidays). Benefits also include a workplace pension scheme, staff uniform, staff pet discounts, enhanced maternity and paternity benefits and life insurance at 1 x annual salary. We also offer Healthshield

benefits which cover the everyday health needs of staff by providing cashback for dental, optical and physiotherapy costs, alongside offering wellness services such as a Virtual GP Surgery and Employee Assistance Programme (EAP) and a CPD allowance of £600 per year and 3 days of training.

We re-imburse the RCVS yearly membership fee.

To apply for the role please send a cover letter and CV to Julie-Ann Goryl via the email [recruitment@willowsvetgroup.co.uk](mailto:recruitment@willowsvetgroup.co.uk) quoting job ref 3. **Applications will close when a suitable candidate is found.**