



JOB DESCRIPTION

JOB TITLE: Head Registered Veterinary Nurse
REPORTING TO: Clinical Director
LOCATION: Acorn Veterinary Surgery, 15-17 Acacia Grove, West Kirby, CH48 4DD
DATE WRITTEN: April 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.

You will be joining a team of:-

- 5 vets
- 11 nurses (mix of qualified and student nurses)
- 5 Receptionists

This is a chance to join the friendly team in their fully re-furbished practice on the Wirral. The practice has excellent facilities and equipment and is a self-contained Tier 2 clinic.

This is a full-time role 37.5 hours per week over 5 days on a rota between 8.00am and 7.30pm Monday to Friday and includes working 1:6 Saturdays 9.00am to 5pm which is taken back as TOIL.

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 and experience would be a bonus to us, but training can be provided.

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) and this rises in line with service (pro-rated). 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. Staff can apply for one day paid volunteering per year for charity.

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 quoting job ref 11. **Closing date for applications is 5 pm on Wednesday 30th April 2025.**