



## **JOB DESCRIPTION**

**JOB TITLE:** Registered Veterinary Nurse  
**REPORTING TO:** Head Nurse  
**LOCATION:** Manchester Vet Centre, 6-8 Tatton Road, Haughton Green, Denton, M34 7PL  
**DATE WRITTEN:** June 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.

To liaise with the Veterinary Surgeons to ensure maintenance of 'best' veterinary practice and effective running of the practice and continue the building of bonds in the community and with our clients.

### **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 Branch Manager 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 (a prior Clinical Coaching certificate would be advantageous, however if not held already a willingness to train would be 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
- Performance of reception duties when required and dealing with clients when admitting and discharging patients
- Carry out Nurse clinics and Nurse appointments
- Advise clients on general pet healthcare
- Assist in the maintenance of good stock control in all areas of the practice
- Ensure that documentation and patient records are maintained and medications are correctly supplied to patients
- Complete the equivalent of 15 hours continuing professional development (CPD) each year, on topics discussed and agreed with your Branch 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:

- Professional competence
- Honesty and integrity
- Independence and impartiality
- Client confidentiality and trust
- 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.

This is a full-time role working 37.5 hours per week Monday to Friday on a rota between 8.30am -6:30pm. There is the opportunity to work these hours over 4 days. Weekends are not currently worked but if re-instated would include 1:6 Saturdays 9:00 am to 1:30 pm, which would be taken back as time off in lieu.

Car parking is available at the practice.

Holiday entitlement is 30 days per year (including Bank Holidays) plus the opportunity to buy or sell extra holidays. Benefits also include a workplace pension scheme, staff uniform, life insurance @ 1 x annual salary, enhanced maternity and paternity benefits and staff pet discounts. 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). Generous CPD allowance is in place (three days, £600 per year) and encouraged. Opportunity to be paid for a volunteering day at a charity each year.

To apply please forward your CV and covering letter to [recruitment@willowsvetgroup.co.uk](mailto:recruitment@willowsvetgroup.co.uk) quoting job reference 33. **Applications will close when a suitable candidate is found.**