



JOB DESCRIPTION

JOB TITLE: Registered Veterinary Nurse
REPORTING TO: Clinical Director
LOCATION: The Firs Veterinary Surgery, 4 Church Street, Kelsall, Tarporley, CW6 0QG
DATE WRITTEN: July 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:

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, team members may need to be seconded to facilitate cover at other surgeries, and your co-operation in supporting the logistics of this may be required.

The Firs practice is situated in the heart of Kelsall Village in rural Cheshire. Led by Clinical Director Ruth Taylor our practice carries the Royal College of Veterinary Surgeons (RCVS) Small Animal Practice accreditation.

The range of services and facilities provided at the practice include:

- Cat Friendly Waiting Room

- Routine Vaccinations
- Microchipping
- Extensive In-House Blood Testing
- Urinalysis
- Dentals
- Digital X-Ray
- Digital Ultrasonography
- Separate Dog and Cat and Wards
- Routine Neutering
- Soft Tissue Surgery
- Anaesthetic Monitoring Equipment and Pulse Oximeter
- Home Visits

This is an opportunity to join the team of 6 including Vets, RVN's, Animal Care Assistants and Receptionists.

The role would suit an RVN who enjoys running nurse clinics.

This is a full-time role based on working 37.5 hours per week to be worked as 3 days x 9 hours, 1 day x 9.5 and 1:4 Saturday mornings. Plus a share of the Bank Holiday and weekend rota at Hartford (usually two Bank Holidays per year and 1:8 Saturday or Sundays) which is taken back as TOIL time.

Holiday entitlement is 30 days per year (including Bank Holidays) plus the opportunity to buy or sell extra holidays pro rated to the 4 day week. Benefits also include a workplace pension scheme, uniform, life insurance @ 1 x annual salary, enhanced maternity and paternity benefits and colleague pet discounts. We also offer Healthshield benefits which cover the everyday health needs of colleagues 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 quoting job reference 34. **Applications will close when a suitable candidate is found.**