

Langford Veterinary Services Ltd

Job Description

Job Title: Nursing Manager
Reports To: Small Animal Hospital Manager

Job Purpose:

The main purpose of the role is to support the Small Animal Hospital (SAH) Manager with ensuring that Nursing and support services are appropriately staffed, to address health and safety issues and to ensure adequate training is in place for all.

The role holder will develop and maintain a balanced overview of nursing requirements for all of the clinical activities and develop strong lines of communication between the Head Nurses to allow them to manage their clinical areas.

Principal Accountabilities:

- To have overall daily line management responsibility for the Head Nurses and their teams to include mentoring and providing guidance to enable them to meet the requirements of their job descriptions
- To meet regularly with the team of Head Nurses to identify any issues and to obtain their input regarding future staffing plans
- To ensure that areas are adequately staffed and running effectively and efficiently at all times
- To have overall responsibility for ensuring that Health & Safety policies are adhered to at all times, assist with fire drills and evacuation procedures, reporting of accidents and incidents, assist with risk assessments and COSHH for the relevant areas
- Develop and maintain a competency matrix for existing staff to identify training and development needs ensuring all staff training is up to date and appropriate training is in place for both new and existing staff
- Standardise protocols for areas where relevant – ensuring all information is up to date, evidence based and relevant
- Be responsible for future planning of staffing needs and suggest any changes required to address clinical need from a nursing perspective
- Actively support recruitment for roles and seek locums when required

- Be proactive in supporting and mentoring staff
- Assist with managing rota issues
- Maintain a database for staff absences, tracking trends and ensuring there is adequate cover in all areas, especially for when students are not on clinics.
- Ensuring a structured and consistent approach to dealing with personnel issues including long-term absence or disciplinary
- Conduct annual reviews and manage sickness/ CPD/ holiday of Head Nurses.
- Participation in strategy meetings as required or requested by the SAH Manager.
- Participate in the review of job descriptions and roles annually alongside the Human Resources team
- Provide strategic input and approval of nursing recruitment and interview input as necessary
- Organise the induction programmes for all new Nurses and Animal Care Assistants in the Small Animal Hospital
- Build relationships with external nurses – CPD provision, visiting practice programme
- Maintain excellent lines of communication between all areas of the Clinical activities. To include cascading appropriate company communications to your team as necessary.
- Arrange any Risk Assessments as required with the Health & Safety Officer
- Regular contact with the Clinical Governance Manager in order to identify issues and help to resolve as required
- To ensure that all nurses are complying with Langford Vets policies and procedures with regards to standard operating procedures and health and safety
- Carry out all other reasonable duties as requested by the line manager

Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively.

Criteria	Essential	Desirable
<p>Relevant experience, Skills and Knowledge</p> <ul style="list-style-type: none"> • At least 5 years in veterinary referral practice or ability to prove similar levels of knowledge and experience • Able to carry out veterinary nursing duties as listed above • Confidence and experience in effective handling and restraint of animals • Management skills • Experience in managing change and assisting with large projects. • Experience with managing a team 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>Relevant Qualifications</p> <ul style="list-style-type: none"> • RCVS Registered Veterinary Nurse • Advanced Diploma • Clinical Coach • ICM or IDM qualification in management 	<p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p>
<p>Communication and Interpersonal Skills</p> <ul style="list-style-type: none"> • Communicating effectively with clients and staff • Ability to work within a team • Ability to act independently • Ability to manage a team • Good negotiating skills 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>Additional Criteria</p> <ul style="list-style-type: none"> • Flexible approach to work • Interest in advancing own qualifications • Eligibility to work in the UK 	<p>Yes</p> <p>Yes</p>	<p>Yes</p>