

**Langford Veterinary Services Ltd**

**Job Description**

Job Title: Head Surgery Ward Nurse

Reports To: Nursing Manager

**Job Purpose:**

The main purpose of the post is to be responsible for organising and participating in the clinical activities within the surgery wards, line managing the surgery ward nursing team and ACA's as well as ensuring that H&S policies are adhered to and the area is maintained to a high standard throughout.

The job holder will also liaise closely with the Assistant Nursing Manager and other Head Nurses for sharing support with daily activities.

**Principal Accountabilities:**

- To organise the clinical activities within the surgery ward, to include ensuring appropriate support staff and equipment are available. Liaise closely with clinicians to be able to manage and support the daily activities and attend rounds.
- To line-manage the nursing team and support staff within the surgery ward areas, this will include rotas, one to one's, appraisals, allocating holiday allowances and dealing with staff performance issues with the support of the Nursing Manager.
- To work as a clinical nurse and participate in the OOH rota as required
- To ensure that H&S 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
- To be responsible for ensuring that the building is kept in a clean and well-maintained manner ensuring cleanliness and hygiene are maintained within the unit at all times
- To raise any issues with the Nursing Manager and organise repair work
- To be involved in Clinical Governance and Infection Control meetings and help instigate necessary changes to protocols/policies, ensuring that nursing and ACA teams adhere to them at all times

- To ensure that relevant audits are carried out and records of in-patients and procedures are documented. Ensuring that any issues arising as a result of these are discussed and documented with appropriate personnel
- To ensure that the area of work is suitably staffed at all times. To include discussions with Nursing Manager regarding any staffing issues and future planning for new staff requirements
- Assisting veterinary surgeons with surgical, ophthalmology and neurological cases and clinical procedures such as dressing changes, blood sampling and sedations.
- Ensure that the equipment within the area is used appropriately and is well maintained, ensuring good levels of supplies at all times and assist with monthly and annual audits as managed by the Purchasing Officer.
- Ensure adequate nursing plans, to include nutrition, are set up and re-assessed as required in relation to the patient's needs.
- Assessment of BVSc and veterinary nursing and bio veterinary science undergraduates during their rotation through the wards.
- Dispensing and administering (under the direct supervision of a veterinary surgeon) medication to animals, maintaining accurate stock control and following all protocols relating to drug holding, dispensing and handling and giving clear and accurate instructions to clients when dispensing medication
- Maintaining accurate patient records with regards to all clinical notes, treatment, diagnoses, client communication and client /patient information, this will require an in-depth knowledge of our hospital computer system (RX works)
- Managing the OOH nurse rota for surgery wards, liaising with staff and providing cover when required
- Maintaining a good working relationship with all team members
- Communicating in an effective and pleasant manner with clients and colleagues at all times. To include cascading appropriate company communications to your team as necessary.
- Attend and chair meetings as required by the Divisional Manager
- 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><b>Relevant experience, Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Five years in veterinary practice or ability to prove similar levels of knowledge and experience</li> <li>• Able to carry out veterinary nursing duties as listed above</li> <li>• Confidence and experience in effective handling and restraint of animals</li> <li>• Experience of line-managing a small team</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p>
<p><b>Relevant Qualifications</b></p> <ul style="list-style-type: none"> <li>• RCVS Listed Veterinary Nurse</li> <li>• Advanced Diploma or equivalent critical care qualification</li> <li>• Clinical Coach or similar</li> </ul>	<p>Yes</p>	<p>Yes</p> <p>Yes</p>
<p><b>Communication and Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Communicating effectively with clients</li> <li>• Ability to work within a team</li> <li>• Ability to act independently</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p><b>Additional Criteria</b></p> <ul style="list-style-type: none"> <li>• Flexible approach to work</li> <li>• Interest in advancing own qualifications</li> <li>• Eligibility to work in the UK</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Yes</p>

I understand and agree the principle accountabilities of my job description.

Sign:

Date: