

Langford Veterinary Services Ltd

Job Description

Job Title: Animal Care Assistant
Reports To: Head Veterinary Nurse

Job Purpose:

The main purpose of the post is to assist the veterinary and support staff within the Small Animal Practice in maintaining a high standard of cleanliness and hygiene throughout all clinical areas including cleaning and stocking up. To assist the clinicians and nursing staff with in-patient care as well as some pharmacy/reception duties.

Principal Accountabilities:

- Assisting veterinary surgeons and nursing staff with clinical procedures, patient handling and restraint.
- Maintain a high level of hygiene throughout the practice and ensure all areas are adequately stocked with supplies and consumables.
- Assist the nursing staff with in-patient care including feeding, walking and cleaning of hospitalised animals.
- Assist the clinicians and nursing staff with patient procedures such as bandage changes, blood sampling and catheter placement.
- 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
- Ensuring that all procedures and consumables are always accurately entered onto the patients' records in order to keep the invoice up to date during their stay.
- Maintaining a good working relationship with all team members
- Communicating in an effective and pleasant manner with clients and colleagues
- Participate in a 37.5 hours per week rota and work different shifts on a rotational basis.

- 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
Relevant experience, Skills and Knowledge <ul style="list-style-type: none"> • Practical experience working in a veterinary or animal based environment. • Confidence and experience in effective handling and restraint of animals 	Yes	Yes
Relevant Qualifications <ul style="list-style-type: none"> • Animal Care related Qualification • Basic understanding of English language and mathematics. 	Yes	Yes
Communication and Interpersonal Skills <ul style="list-style-type: none"> • Communicating effectively with clients and colleagues • Ability to work within a team • Ability to act independently and responsibly 	Yes Yes Yes	
Additional Criteria <ul style="list-style-type: none"> • Flexible approach to work • Interest in advancing own qualifications 	Yes	Yes