

REPORTS TO:

- Veterinary Nurse Manager

LOCATION:

- Based at our RCVS approved Tier 3 hospital and training practice in *Malmesbury, Wiltshire*.

All nursing staff are required to cover our other branch surgeries, depending on their rota. These are at *Tetbury, Gloucestershire* and *Royal Wootton Bassett, Wiltshire*. Occasional attendance at clients' homes may also be required.

JOB PURPOSE SUMMARY

At The George Veterinary Hospital, we expect our Veterinary Care Assistants to:

- Support and assist the nursing staff in the care of all in-patients.
- Be responsible for the cleanliness and organisation of the kennels, cattery and laundry areas
- Assist the veterinary team during consultations at our branch surgeries

KEY RESPONSIBILITIES

1. **Communicating effectively** with veterinary surgeons, clients, colleagues and other members of the veterinary team - both verbally and written
2. **Assisting in the running of the Hospital Wards**– i.e. feeding, walking and restraining patients under the instruction of the veterinary surgeon/veterinary nurse.
3. **Preparation of Equipment, Patient and Environment** – ready for patient hospitalisation or the examination of patients.
4. **General cleaning duties** – of all clinical areas, equipment, sterilisation and laundry
5. **Basic handling and restraint of patients**- to assist the nurses and vets with examinations, blood sampling, scanning, bandaging, grooming etc.
6. **Ordering**- Lab equipment and cremation equipment, from appropriate suppliers.
7. **Maintaining equipment and clinical areas** - including repairs, auditing and ordering of food
8. **Performing diagnostic tests on laboratory samples**- communicating and recording results following Practice policy; preparation of external samples for sending
9. **Adherence to Regulations** – i.e. Health and Safety, COSHH (refer to specific guidelines)
10. **Assisting other departments within the Veterinary Practice**- e.g. reception duties and large animal kits