

**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, Nailsworth 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 hospitalised and day patients.
- Be responsible for the cleanliness and organisation of the kennels, cattery and Wendy House
- Make sure that all patients are as comfortable as possible at all times

**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, and general patient care.
6. **Ordering**- Lab equipment, cremation equipment and other consumables, from appropriate suppliers.
7. **Assisting vets in** consultations and maintaining consults room, including stock control and infection control
8. **Performing diagnostic tests on laboratory samples**- communicating and recording results following practice policy and preparing samples to be sent to external laboratories
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
11. **Arrange the collection of ashes**- following practice protocol, ensure ashes are sent to the correct surgery and arrange collection with the client