



Job Title: Nursing Manager
Department: Nursing
Reporting to: Hospital Director and Clinical Director

About AURA Veterinary

AURA Veterinary is a centre for excellence in animal oncology and soft tissue surgery. Our daily focus is on delivering the best possible outcomes for the dogs and cats who are referred to us for treatment. We offer extensive clinical expertise and exceptional animal care, rooted in a commitment to uphold the highest standards in veterinary science. The facilities at AURA are state of the art and include four operating theatres, 160 slice CT scanner, C-arm fluoroscopy unit, Interventional Radiology suite, minimally-invasive surgical equipment, cystoscopy/endoscopy/bronchoscopy, chemotherapy suite, ultrasonography, digital radiography and full in-house laboratory

Job Description

Professional Responsibilities:

- Maintain RCVS registration as a registered veterinary nurse (RVN)
- Follow the Royal College of Veterinary Surgeons (RCVS) Code of Professional Conduct for Veterinary Nurses to include maintaining the five principles and the professional responsibilities in regard to animals; clients; the profession; the veterinary team; the RCVS; and the public
- To be familiar with your professional obligations in relation to the RCVS as a registered veterinary nurse and the VN Code of Conduct

Nursing Management Responsibilities:

- Organise the recruitment of nursing staff to include advertisements, job descriptions and interviews
- Organise and perform the induction of all auxiliary and nursing staff to the hospital
- Provide a rota using the online platform Findmyshift to ensure appropriate nursing cover across the entire hospital
- Review and authorise annual leave for the nursing team
- Accommodate absence based on individual employee requirements and ensure appropriate cover
- Review and authorise overtime at the end of each and before payroll
- Review flexible working requests in line with the Flexible Working Policy
- Constantly review working practices, introducing change to effect more efficiencies across the clinical services
- Conduct individual staff meetings to include one-to-ones, probation meetings and performance reviews
- Organise and/or provide in-house and external continuing professional development (CPD)
- Lead auxiliary and RVN meetings, and provide written minutes and action points to the team(s)
- Maintain training practice (TP) status with the RCVS to enable training of Student VNs
- Provide documentation to MYF College to enable training of Student VNs
- Lead on and drive the RCVS Practice Standards Scheme to ensure RCVS hospital status accreditation

General Management Responsibilities:

- Welcome and provide support for visiting veterinary surgeons, students and work experience personnel
- Instill an inclusive culture of team work across the hospital
- Act as a member of the Operational Management Team (OMT)
- In conjunction with the Facilities Co-Ordinator, manage Health and Safety throughout the hospital, leading on Inspections, providing monthly reports on accidents/near misses/slips, trips and falls etc to the Management Meetings, undertaking audits and Risk assessments.
- Ensure all equipment is fully maintained and available and liaise with the Facilities Team regarding repair of faulty equipment
- Obtain equipment and resources based on the hospital budget
- Assist in the inductions of all clinical staff
- Organise and lead clinical management meetings with Senior RVNs, the third year resident(s) and clinicians
- Ensure clinical errors are reported via Vetsafe
- Assist in morbidity and mortality meetings with all clinical and non-clinical staff
- Perform clinical audits and identify areas of improvement
- Attend management meetings with the Operational Management Team and Senior Clinicians
- Take responsibility in communicating outcomes and actions from meetings to the relevant staff
- Update and enforce adherence of hospital protocols and policies such as Controlled Drugs, Infection Control, etc.
- Manage performance related issues; complete investigation reports and assist in the resolution of grievance and disciplinary issues
- Support marketing initiatives and promote our services both within and outside the practice

Clinical Duties:

- Assist the clinical team through all areas of the hospital when required to include diagnostics, anaesthesia, theatre, wards and medical oncology
- Coordinate the clinical team to facilitate the work flow of patients and provide solutions to any obstacles that may hinder the clinical flow of patients
- Work with the Senior RVNs within each area to organise patient flow on a day to day basis to ensure the most effective and efficient approach to ensure the workload is completed
- Provide clinical training and mentoring to new nursing and auxiliary staff and any other members of the clinical team as required
- Liaise with the emergency intern and assist in the triage of emergency referrals

Health & Safety:

- Be aware of, and conversant with, the Health and Safety At Work Act (1974) and comply with the regulations set down to ensure safety to patients, staff and visitors
- Ensure a robust Infection Prevention and Control policy is in place and adhered to by all staff and visitors.
- Assist with the implementation Health and Safety/Infection control audits, producing rectification plans as needed.
- Ensure all incidents and untoward occurrences are recorded according to Hospital Policy
- In conjunction with the Facilities Co-Ordinator, manage Health and Safety throughout the hospital, leading on Inspections, providing monthly reports on accidents/near misses/slips, trips and falls etc to the Management Meetings, undertaking audits and Risk assessments.

Be aware of, and conversant with, the Hospital Fire Policy and be fully aware of the position of fire alarms, emergency equipment and exits.

Confidentiality and Disclosure of Information

During the course of your work, you will come into possession of confidential information concerning patients, their families, AURA Veterinary and its staff. This information should be treated confidentially and in accordance with General Data Protection Regulations (GDPR) 2016.

Data/Security

The post holder is responsible for ensuring he/she maintains the integrity and quality of both computerised and manual data.

Equality, Diversity and Inclusion

At AURA, we believe in the power of diversity and inclusion to drive innovation and excellence. We are committed to building a workforce that embraces the world we live in. We provide equal opportunities for all applicants and employees, ensuring fair and unbiased recruitment processes and encouraging an inclusive work environment.

We expect the post holder, and every one of our people, to take personal responsibility for observing, upholding, promoting and applying the Equality, Diversity and Inclusion policy.

This job description is intended as a basic guide to the scope of the duties and responsibilities. It will be subject to regular review and amendment as necessary.

Post Holder Signature:

Name:

Date:

Line Manager Signature:

Name:

Date:

Nursing Manager Personal Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form part of the selection criteria, which will contribute to any future appointment. Please ensure that you show how you meet the criteria outlined below in your application.

Requirement	Essential	Desirable	Assessment
Qualifications & Experience	<ul style="list-style-type: none"> • Veterinary Nurse accredited qualification • RCVS registration • Experience of working in a referral setting • Clinical problem solving skills • Experience of writing and implementing SOPs • Previous team management and leadership Experience • Have or working towards a management and leadership qualification 	<ul style="list-style-type: none"> • Have or working towards an advanced veterinary nurse qualification 	Application and interview
Knowledge	<ul style="list-style-type: none"> • Wide knowledge base of all areas of veterinary nursing • Knowledge and experience of advanced, high-level nursing care • Previous experience of managing Health and Safety 	<ul style="list-style-type: none"> • Knowledge and experience of nursing Oncology and Soft Tissue cases • IOSH/NEBOSH course 	Application/Interview
Personal Skills	<ul style="list-style-type: none"> • Ability to set direction • Excellent interpersonal and verbal communication skills • Ability to work on own initiative • Good organisational and time management skills • Computer literate with good knowledge of MS Word, Outlook and Excel • Ability to work under pressure • Excellent communication skills, written and report writing • High standards of customer care 	<ul style="list-style-type: none"> • 	Application and interview

Clinical Skills	<ul style="list-style-type: none"> • Competent in advanced nursing skills • Competent in monitoring advanced anaesthesia • Ability to promote best practice by example 		Interview
Personal Characteristics	<ul style="list-style-type: none"> • Compassionate and caring • Enthusiastic and motivated • Determined • Confident • Flexibility • Smart and well presented • Proactive in learning and progressing career • Positive outlook and confidence in own abilities • Highly energetic, proactive and motivated • Confident and approachable 		Interview
Other	Right to Work in the UK Able to work weekends and on calls as required Have access to transport to commute to the practice		Interview