

## JOB DESCRIPTION

### ASSISTANT VETERINARY SURGEON

#### Overview

- A person employed by this practice as a veterinary surgeon shall maintain membership of the Royal College of Veterinary Surgeons.
- They should be familiar with the legislation affecting the practice of veterinary medicine in the UK and with the ethics of practice as outlined in the *RCVS Guide to Professional Conduct*.
- The veterinary surgeon shall behave at all times in a manner that serves to instil confidence in the profession in the minds of clients and the public.
- They must maintain the Feldon brand in all that you do; fulfilling the Feldon promises and adhering to the relevant SOPs.

#### Location

Based in the Midlands with the ability to travel to all sites as needed.

#### Lines of Authority

Please refer to Feldon Organisational chart for supervisor and line manager details.

#### Clinical duties

- Assume responsibility for surgical and medical cases. Owners must be kept fully informed and updated regularly of the ongoing treatment of their pet.
- All owners must be informed immediately of any laboratory results and clinical reports. The task of recording and filing the results may be delegated to a member of the support team, but the veterinary surgeon must take responsibility and ensure that the duty is completed.
- Be available to provide 24 hour cover, within the practice rota, for the relief of pain and suffering in animals.
- At all times must ensure the security of the premises and dangerous drugs.
- All in-patients must be examined and assessed by the veterinary surgeon on a daily basis. In-patients should continue to be revisited and monitored as appropriate out of hours.
- The vet must work with the kennel or night nurse to complete the hospitalisation sheets of any inpatients. They must communicate their care plan and any subsequent updates on a regular basis.

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- It is important that a colleague be informed, of any care of inpatients or ongoing cases in their absence e.g. on their half day, over the night/weekend or when holiday.
- The veterinary surgeon must take telephone calls and be available to advise accordingly where appropriate.
- The veterinary surgeon is expected to make house calls at the allotted time with due regard to their own safety before attending. If there is any concern for personal safety a partner must be contacted to arrange appropriate protection.
- Supervision of the veterinary nurses is essential on a daily basis. The veterinary surgeon shall assist in the training and education of the nursing staff and should encourage them to contribute fully to the work of the practice. They must also utilise, where appropriate, the consulting nurses and reception staff, to assist with all aspects of preventative healthcare.
- The veterinary surgeon is fully responsible for the safety of clients and staff within the practice when animals are being treated or handled. He/she must ensure that animals are appropriately restrained and use chemical restraint where necessary.

### Administration & Fees

- All cases' clinical notes must be written up in full, on a daily basis. They must be written in a clear format; that is understandable by all. Unobvious abbreviations should be kept to a minimum. The clinical notes are a legal document and will be used to support actions for any subsequent disciplinary or legal proceedings. Attention to detail in the presentation of clinical notes is vital.
- The veterinary surgeon is responsible for the appropriate pricing of all clinical cases and has a duty to inform the client of such costs as stated in the *RCVS Guide to Professional Conduct*.
- The veterinary surgeon should attempt to minimise waste and should not expose the client to unnecessary expenditure.
- All anticipated procedures must be given a written estimate of costs prior to the owner's consent. Informed consent must be obtained for all procedures.