



Job Description

Main Job Parameters

Job Title: Veterinary / Home Assistant

Department: Manchester Dogs' Home – Veterinary

Accountable to: Home Manager / Veterinary Surgeons / Assistant Kennel Managers

Main Responsibilities

To carry out assigned nursing and kennel duties according to the standards and policies laid down by Manchester Dogs Home and the RCVS, contributing to high quality animal care and good staff relationships

Key Tasks and Responsibilities

- To work within agreed Homes policies, procedures and working practices when providing canine nursing care and husbandry
- Undertake nursing duties as directed including theatre, kennel and euthanasia duties
- Undertake cleaning duties throughout the Home including equipment, animal quarters and premises
- Maintain up to date and accurate clinical records and undertake general administrative duties
- Dispense and administer drugs in accordance with professional guidelines and Home rules
- Monitor, order, update and check stock as directed
- Ensure that all clients of the veterinary unit receive accurate guidance and advice in relation to their pets
- Carrying out specialist care under guidance for specific categories of dogs including:
 - Pre and post operative care
 - Puppies
 - Elderly dogs
 - Infectious dogs
 - Pregnant or whelped bitches
 - Assessment dogs
 - Long term adoptable dogs
 - Dogs undergoing supportive treatment

- Attend to the needs of the client/customer/general public in an appropriate manner and in line with the Homes policies and procedures
- To support trainees whilst carrying out day to day tasks in the kennels and veterinary unit to ensure consistency of training
- Operating as a team member and working with colleagues, supervisors and managers within and outside of your department to fulfil the needs and goals of the Home
- Clean, disinfect and maintain to a standard of cleanliness set by the management – animal accommodation, isolation and exercise areas, food preparation, laundry, storage, treatment and destruction facilities, reception, staff and public facilities (including toilets and outside areas) and to ensure the Home and its areas are secure at all times
- Carry out daily checks on the dogs under your care, reporting any abnormalities upwards as appropriate
- Attend to the needs of individual dogs including – exercise, grooming, treatments and medications as directed, routine canine behaviour monitoring / assessment prior to rehoming
- Monitor the mental and physical well being of dogs within the kennel environment, to ensure dogs are fit and healthy; referring potential issues upwards as appropriate
- Responsible for maintaining behavioural responses within the kennel environment, using appropriate dog handling techniques and being aware of individual temperaments and behavioural traits. Identifying and referring potential handling or behavioural issues upwards as appropriate
- Maintain / monitor daily health records and general administrative duties in relation to the kennels and the dogs under your care
- While at work all staff are required to:
 - Take care of their own health and safety and that of others who may be affected by their acts or omissions
 - Co-operate with the Homes policies and procedures for Health and Safety
 - To treat the property / equipment of the Home with due respect and care
 - To minimise wastage of resources within the Home

Security, Upkeep of Equipment and Health and Safety

- Regular checks for defects or deficiencies within the kennels or the equipment within to Line Management
- Ensuring that the buildings associated with the Home and their surroundings are maintained in a tidy and presentable standard
- Ensuring the security of facility entrances, buildings and contents at all times
- You are to ensure that the Homes Health and Safety and COSHH assessments, including those applicable to drugs and chemicals used in the Home are adhered to by yourself, reporting of any accidents or incidents promptly and correctly in accordance with the Homes procedures
- To ensure that you use the appropriate protective clothing when necessary and to raise to a Line Managers attention if this is not the case

- The safekeeping of stock cupboard keys and to ensure that all cupboards are locked when not in use
- You are to ensure that all clinical waste is disposed of in the appropriate containers
- While at work all staff are required to:
 - Take care of their own health and safety and that of others who may be affected by their acts or omissions
 - Co-operate with the Homes policies and procedures for Health and Safety
 - To treat the property / equipment of the Home with due respect and care
 - To minimise wastage of resources within the Home

General

- Under no circumstances must daily routines or procedures be changed without prior agreement of the Home Manager
- You are to undertake other duties within your competence and training as required and directed by management
- The Homes policies or procedures are not to be discussed with or within earshot of the general public, volunteers or anyone not employed by the Home
- You are required to adhere to all policies, procedures and directions as provided by the Home or Line Managers

Job Context

- Work is assigned by Line Management
- Work is carried out within general guidelines and relevant Home policies and procedures.
- The post holder is part of the frontline staff providing care for the dogs, maintaining good customer relations and projecting a professional image for the Home
- Post holders need to be aware that the role of physically challenging / demanding
- Post holders need to be aware that promotion or department transfers should not be applied for until probation period and training is completed successfully
- Work is assessed though regular one to one meetings and appraisals with Line Management
- You will be required to alter your normal working rota when only 2 Veterinary / Home Assistances are available to work (holidays, sickness etc)
- Any external training provided by the Home will be subject to a contract of remuneration to ensure continuity of employment upon qualification

Skill Development

The following skills are expected to be competently gained within the first month (Part 1), six months, (Part 2) and twelve months (Part 3) of employment

Part One

- Awareness of general H&S policies
- Awareness of H&S specific to the veterinary department
- Sweeping and mopping floors
- Cleaning of kennels and kennel equipment (food bowls, bedding etc)
- Writing up kennel sheets and computerised records
- Exercising dogs
- Cleaning instruments
- Opening sterile packs
- Making up swab packs
- Folding and bagging drapes and gowns
- Cleaning and lubricating clippers
- Preparation, operation and closure of anaesthetic machines
- Patient admittance and discharge
- Preparing sterile surgical kits
- Restraining dogs for s/c, i/m, i/v injections
- Restraining dogs for examination
- Feeding as instructed
- Monitoring post op recovery
- Dispensing of treatments
- Accurate inputting and maintenance of computerised animal records

Part Two

- Administer oral / ear and eye medication
- Monitoring I/V fluid therapy
- Pre-op clipping
- Pre-op scrubbing
- Remove dressings
- Preparing theatre for surgery
- Theatre work under supervision
- Barrier nursing technique
- Nursing care of patients

Part Three

- Apply head, leg and abdominal dressings
- Monitor anaesthetics
- Intubation of dogs
- Supervised scaling and polishing of teeth
- Post-operative care of non-routine surgical cases