



Job Description

Veterinary Ophthalmology Intern (Veterinary Surgeon)

REPORTING TO: Directors, practice manager and nurse manager

OVERVIEW

The intern position is vital for the smooth running of EVC. Interns will rotate through every area of the practice as well as taking part in the out of hours rota. As EVC is a small business a flexible approach is required. In-patient care, anaesthesia and clinical examination of patients will be a major part of the role.

MAJOR GOALS

- Personal:
 - To become confident with the ocular examination process and gain an excellent mental reference library of the variations in appearance of the normal eye of all species
 - To gain a firm working knowledge of common ocular conditions and their routine management
 - To demonstrate a commitment to continued professional development

- In the team:
 - To ensure the highest standard of care to all of our patients and clients
 - To ensure efficiency of case management across all clinical areas
 - To maintain accurate client and patient records
 - To be efficient, pleasant, courteous, polite, and helpful to practice personnel and clients at all times
 - To promote our services, personnel and products, both within and outside the practice at all times
 - To support marketing initiatives
 - To actively participate in the staff appraisal system

MAJOR DUTIES



- Providing assistance to veterinary ophthalmologists, nurses and anaesthetist, as required, at all times
- Perform and monitor anaesthesia under the direction of the veterinary surgeons and senior nurses
- The provision of excellent in-patient care including
 - daytime: pre-op care/medication, monitoring/recovery period, post-op care/medication
 - out-of-hours: monitoring, medication/treatments
- Completion of neat and accurate paperwork at all times
- Performing in-house diagnostic tests as necessary
- Equipment maintenance, in conjunction with head nurse and veterinary surgeons and record in faulty equipment file
- Assisting with practice marketing initiatives e.g. Open Evenings, Open Days etc.
- Assisting the management team as required
- To be accountable for any specific tasks or responsibilities allocated by the management team
- Follow all Health & Safety rules, guidance and training, including risk assessments, standard operating procedures, equipment use and maintenance and the wearing of PPE. Speak to the practice manager, head nurse or a director if you have any queries or concerns
- Welcome and provide support for visiting veterinary surgeons, students and work experience personnel; to ensure safe methods of work and minimum disruption
- Follow Employee General Guidelines

Working hours

Monday to Thursday 8.30-18.30

Friday 8.30-17.30. The aim is to have a 60-minute unpaid break per day, but this will be dependent on the case load on any given day.

Remuneration

The annual salary will be £20,000 per annum. Accommodation will be provided. Salaries are paid monthly in arrears.

On Call

You will be on a 1 in 2 rota. When on call you will be expected to stay on site. You will receive a day in lieu for a weekend worked. You will be expected to work four UK bank holidays per year, for which you will be entitled to 1 day off in lieu for each bank holiday on call.

CPD

You will have a CPD allowance of 5 days and £1000

Attendance at ophthalmology related CPD is preferred. Choice of course and dates will need to be discussed with the directors.



Holidays

Holidays must be agreed with the directors or practice manager. You will qualify for 20 days per annum.

MEASURES OF ACHIEVEMENT:

1. The provision of quality veterinary care – first-class animal care is paramount
2. High level of client satisfaction/low level of complaints
3. Consistent accuracy, reliability, responsiveness and sound initiative when working with other members of staff – positive feedback from other staff members in this regard
4. A perceptible willingness to learn and apply new skills
5. High levels of veterinary surgeon satisfaction/commendation
6. Attendance at relevant CPD (to include sharing information with other clinical support staff)

PERSON SPECIFICATION

JOB TITLE – Veterinary Intern

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience Period in related field(s)	MRCVS	12 months post-graduation experience. Completion of a rotating internship.	Application /employment history here if internal application
Knowledge		Voyager practice management system	Application Interview References



Qualifications	Veterinary degree registerable with the RCVS	Post-graduate qualification in veterinary ophthalmology	Application. Must see original certificates
Skills & Abilities	Good team working skills Excellent communication skills both written and verbal Problem solving skills Ability to delegate successfully		Application Interview References Observation if current employee
Other qualities	Professional and calm approach (especially with regard to variable workload and unpredictable staffing levels). Flexibility with regard to work and problem resolution Able to work under pressure and keep to time scales – especially with regard to case throughput		As above