Job Description- Senior Veterinary Nurse/RVT

**Basic job description**

Senior veterinary nurses oversee and manage patient care, coordinating between clients and all the other ACC teams. They act as advocates for both the client and patient and play a large role in our client education. They lead by example, both delegating details of hospital management and working ‘in the trenches.’ They help train new employees.

**Expanded job description**

Senior veterinary nurses are expected to demonstrate leadership - especially servant leadership. They need to be willing and eager to learn communication, interpersonal and leadership skills that they were not necessarily born with. They need to eagerly use the tools we provide (training in personality types, etc) to improve communication and leadership.

They are expected to move through their training packets in a timely manner, and to have knowledge and precision of skills beyond other nurses. They need to show autonomy, being pro-active both in learning new skills and information and in daily work. They are expected to manage multiple areas of patient care including but not limited to exam rooms, IPOP exams, hospitalized patient treatments and anesthetic procedures. They are responsible for the majority of paperwork and special projects - overseeing and sometimes performing the details of them. They should be willing to work on special projects, often as part of the normal job and not necessarily expect extra compensation. They should show initiative in finding projects that need to be done.

Senior veterinary nurses are responsible for a large amount of our client education and communication. They need to be able to ‘translate’/ relate information to clients in a correct, clear and understandable way. They are responsible for triage of more complex phone calls and patients who arrive. They are the first line for questions from staff and clients.

Senior veterinary nurses must be able to multi-task and handle the stress and fast pace that frequently are part of the job, they help set the tone of the day and the staff. They need to be flexible and positive when things fall apart and are largely responsible for helping doctors manage their time and schedules.

**Job functions/skills**

* Everything involved in Nurse Assistant duties.
* Be the client liaison
* Facilitate team communication and client education
* Record exams and assist doctors in exam room
* Update/manage patient records
* Manage flow/efficiency of exam rooms
* Manage IPOP exams, care for hospitalized and admitted patients
* Manage inventory- assist inventory manager
* Manage flow/efficiency of procedures
* Have proficiency + consistency in technical skills of patient care
* Teach/train skills to Nurse Assistants & new employees
* Be responsible for upkeep/maintenance of all medical equipment
* Manage emergencies under doctor supervision
* Assess/triage perceived emergencies
* Create accurate treatment plans
* Coordinate mobile specialists
* Be responsible for accurately handling/logging controlled drugs
* Scrub in and assist in surgery
* Have a thorough understanding of radiograph positioning and technique, be able to adjust technique appropriately

**Performance standards**

* How well do you organize procedures - efficiency, details done etc..
* Encourage intra and inter team cohesiveness
* Efficiently perform technical procedure on first attempt
* Efficiency in procedures and exam rooms
* Treatment plans closely match final bill – accurate estimates
* Efficient, thorough & accurate charting
* Proper charging – no missed items or incorrect charges
* Use proper terminology and thorough summary of exam
* Anticipation of everyone’s needs - act on what will be needed
* Understanding of client education topics
* Be able to pass information clearly on to clients and coworkers- do clients leave with confusion or unanswered questions?
* Are tasks completed with all details done (including paperwork)- make sure followed up on
* Proper scheduling of appointments and surgery
* Be pro-active in dealing with complications of the schedule
* Handle client complaints well - resolve issue if possible
* Is your drug log complete/accurate at end of each day
* Be able to perform accurate/efficient dose calculations
* Coaching/teaching skills
* Inventory management- do you run out or have too much of your designated inventory?
* Pofessionalism- on phone and in person
* How well do you build relationships with clients?
* How flexible are you between/among teams- how well do you handle being down a team member etc.?
* Ability/willingness to help other team members succeed at their jobs
* Leadership- open to concerns of nurse asst. and front desk. Is anyone afraid to ask for help or bring up a concern with you?

**RVT Addendum**

 Licensed RVT’s will be seen as Senior Veterinary Nurses with the following additional responsibilities: Inducing anesthesia; Uncomplicated extractions as requested by a DVM, suturing existing incisions as requested by a DVM. RVT’s are expected to maintain required state CE and receive financial compensation to do so.