



## **Job Description**

**Job Title** – Animal Nursing Assistant

**Location** – USPCA Veterinary Centre, Unit 5 & 6 Carnbane Industrial Estate Newry

**Hours of Work:** Normal working hours are 21 to 28 hours per week on a rota basis across Monday to Saturday each week.

**Salary:** £11.45 per hour

**Reports to:** Head Nurse

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**Principal Function** – To support the Head Nurse and Veterinary Team in the provision of high-quality care for the companion animals and wildlife brought to the USPCA Veterinary Centre.

### **Principal Duties -**

1. To maintain high cleanliness standards in accordance with USPCA protocols in the veterinary clinic; including but not limited to the consulting room, prep area and theatre, x-ray room and inpatient accommodation, the washing of bedding and general laundry duties.
2. To maintain and replenish consulting rooms.
3. To prepare the theatre for surgeries including the layout of surgery packs and equipment.
4. To maintain surgical instruments, fold pack and sterilise.
5. To assist in the monitoring of anaesthesia under veterinary supervision.
6. To hold/restrain animals for treatment, blood tests, anaesthesia, nail clips etc.
7. To monitor and provide supportive care to inpatients including the taking of temperature and report any abnormalities to Head Nurse or Vet on duty.
8. To exercise, groom and feed inpatients.
9. To maintain hospital records and manage all data relating to clients in accordance with data protection legislation and confidentiality.

10. To participate in events arranged by the USPCA to support the charitable work of the USPCA.
11. To promote the good image of the USPCA both internally and externally by communicating in a positive manner
12. Such other tasks as may arise from time to time.

**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 and omissions.
- Operate within USPCA policies and procedures.
- Wear the uniform provided by the USPCA at all times whilst on duty. Sensible shoes must be worn and hair of shoulder length or longer must be tied back at all times.

**General Information**

- Salary of £11.45 per hour.
- Contributory pension scheme.
- Access to discounted veterinary treatment scheme, and discounted pet supplies.
- New appointments are subject to a six-month probationary period.
- Holiday entitlement is 22 days per year and 9 statutory holidays, pro rata for part-time employees.

### Person Specification for Animal Nursing Assistant

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Professional / Technical Qualifications	GCSE English and Maths or equivalent.	Animal Nursing Auxiliary qualification or Level 2 in Animal Care.
Experience & Job Knowledge		Knowledge and experience of animal behaviour and animal husbandry in a welfare environment.
Skills & Competencies	Ability to work effectively as a member of a team. Excellent communication skills written & oral. Ability to prioritise workload and manage own time effectively. Ability to work under direction from managers but equally able to use own initiative.	
Personal Qualities	Good standard of personal presentation. Conscientious and reliable.	
Special Circumstances	Ability to work a variety of hours and shifts.	Sympathetic to animal welfare and the aims of the USPCA.