

Job Description: Head Nurse at Woodbridge Vets

Woodbridge Vets is a well-established veterinary practice known for providing exceptional care to animals in the Woodbridge community. We are currently seeking a highly skilled and experienced individual to fill the position of Head Nurse within our team. This position is being offered to both new and existing staff members. As Head Nurse you will be responsible for managing various aspects of our nursing department, including overseeing the nursing team, managing the rota, ensuring optimal stock levels and supplies are maintained, and upholding high clinical standards. You will play a vital role in supporting the directors/practice owners and ensuring the smooth operation of the practice.

Responsibilities:

1. Leadership and Team Management:

- Supervise and lead the nursing team, providing guidance, support, and mentorship.
- Coordinate and manage the rota to ensure adequate staffing levels and efficient scheduling.
- Conduct performance evaluations, set goals, and provide ongoing training and development opportunities for the nursing team.
- Foster a positive work environment that promotes teamwork, collaboration, and a high standard of patient care.

2. Inventory and Stock Management:

- Monitor and maintain stock levels of medical supplies, medications, and equipment.
- Establish and maintain relationships with suppliers, ensuring timely deliveries and competitive pricing.
- Collaborate with the practice owners to make informed decisions regarding stock procurement and management.

3. Upholding High Clinical Standards:

- Ensure compliance with industry regulations, professional standards, and best practices.
- Implement and enforce clinical protocols and procedures to uphold high-quality patient care.
- Collaborate with the veterinary team to monitor and improve clinical outcomes, patient safety, and infection control measures.

4. Operational Efficiency:

- Assist in developing and implementing protocols and procedures to enhance operational efficiency and streamline workflow.
- Ensure compliance with industry regulations, health and safety guidelines, and best practices.
- Collaborate with other departments within the practice to optimise patient care and workflow processes.

5. Reporting and Communication:

- Prepare regular reports on departmental performance, including key metrics and recommendations for improvement.
- Effectively communicate with the directors/practice owners, providing updates, insights, and seeking guidance as needed.
- Act as a liaison between the nursing team and other departments, facilitating effective communication and collaboration.

Requirements:

- Registered Veterinary Nurse qualification and current registration with the Royal College of Veterinary Surgeons (RCVS).
- Excellent organisational and time management skills, with the ability to prioritise tasks effectively.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with suppliers, team members, and stakeholders.
- Sound knowledge of veterinary practice operations, protocols, and best practices.
- Proficient in computer systems and veterinary software applications.
- Ability to adapt to a dynamic and fast-paced work environment.
- Commitment to delivering exceptional patient care, upholding high clinical standards, and providing excellent client service.

Application Process:

To apply for the position of Head Nurse at Woodbridge Vets, including existing nurses within our practice, please follow the steps below:

1. Prepare your application:

- Write a cover letter highlighting your qualifications, leadership experience, and your passion for veterinary care.
- Update your resume/CV to include relevant work experience, education, and certifications.

2. Submit your application:

- Send an email with your cover letter and resume attached to kyle@thewoodbridgevets.com
- Please include "Head Nurse Application" in the subject line.

3. Interview and Selection:

- Qualified candidates will be contacted for an initial interview with the practice owners.
- Successful candidates will be invited for a second-round interview to further assess their suitability for the position.
- Reference checks may be conducted before making a final decision.

We appreciate all applications, and encourage existing nurses within our practice to apply. Only selected candidates will be contacted for an interview. We are a busy, growing practice and

have already needed to expand our team across each department since opening. As such, with the applicants permission, we would like to keep a copy of all CVs submitted on file for future reference for our next nursing team opening, if you would prefer we do not do this please do let us know.

The application deadline is 8th September 2023. If you have any further questions about the position or the application process, please contact us at kyle@thewoodbridgevets.com.. We look forward to reviewing your application.

Sincerely,

Kyle Eadie
Woodbridge Vets