**Job Description & Person Specification**

**Job Title:** Veterinary Assistant

**Department:** Manchester/Cheshire Dogs Home

**Reports to:** Veterinary Surgeon, Home Supervisors, Assistant Home Managers and the Home Manager

**General Description of the Post:**

Under the direction of the Veterinary Surgeon, Home Manager or in his/her absence the Assistant Home manager/Supervisor, the post-holder will be responsible for duties covering exercising, grooming and feeding animals, monitoring and providing supportive care to patients.

Preparing theatre and relevant equipment. Cleaning and preparing accommodation for animals. undertake any other reasonable duties of the job as may fall within the remit of the job as requested by senior management. On days when the veterinary Surgeon is not in taking up the position of Home Care Assistant, please see other job description.

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| Key Responsibilities:  |
| * Preparing the room for the veterinary surgeon to arrive making sure all areas at all times are at a clean clinical standard
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| * Making sure all clinical waste is correctly bagged/removed/stored and records kept
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| * All surgical packs are cleaned, assembled and autoclaved including signature & date, making sure they are stored correctly
 |
| * Handling medications and helping with stock control. Using the home computer system Anilog and making sure it is always updated.
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| * Dispensing drugs once they have been prescribed by the veterinary surgeon as well as following the directions provided by the veterinary surgeon on the administration of drugs to animal in our care.
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| * Making sure Post Operative instructions, medication information is given to owners/fosterer’s before they leave, and any concerns refer back to the veterinary surgeon
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| * Restraining for muzzling, blood tests, Anaesthetic, injections, claw clipping etc.
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| * Assist the veterinary surgeon with the monitoring of anaesthesia
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| * Monitoring in-patients including temperature, pulse, respiration rates, (as well as urine and faeces) output and report any concerns immediately to the veterinary surgeon
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| * To check wounds & bandages under the direction and supervision of a veterinary surgeon Providing appropriate food and water for dogs in our care
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| * Administering oral and topical medications and monitoring for side effects and record keeping.
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| * Providing a suitable environment for in-patients. This includes suitable choice of kennel, bedding and stress management, always keeping them clean.
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| * Monitoring & recording of room temperature & fridge logs
 |
| * Claw clipping
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| * To undertake any other reasonable Management instruction
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Person Specification:

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| Qualifications: | Essential | Desirable |
| Microchipping - to undertake further training in order to be able to take on this role and pass an approved microchip training course  | X |  |
| Experience  | Essential  | Desirable  |
| Experience working with dogs of all sizes  |  | X  |
| Experience with handling and restraining animals  | X  |  |

All members of staff employed or volunteering within a veterinary practice must work under rules set out by the Veterinary Surgeons Act 1966. This legislation is in place to ensure the welfare of animals and prevent unqualified persons from performing techniques potentially detrimental to the health of a pet.

Signed: Date:

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