

Job Description

JOB TITLE: VETERINARY SURGEON (ONCOLOGY)

REPORTING TO: CLINICAL DIRECTOR (LINE MANAGER)

Overview

Our aim within the practice is to treat our patients as though they were our own animals, and to treat our clients in the way we would wish to be dealt with ourselves. This philosophy should be carried through at all levels, in terms of our demeanour, appearance, professionalism and communication (between vets, clients and staff).

All clinicians are expected to provide a consistently high quality, professional veterinary service for referring veterinary surgeons, referred clients and their animals. You will be fully supported in continually developing your clinical skills in order to achieve the practice ethos of being 'Committed to excellence'. Effective communication with clients and referring veterinary practices is essential to attain an enhanced uptake of quality veterinary care.

Scope of role

You will be expected to work closely with the Directors, clinical colleagues (in particular other Oncology Specialists, the Imaging team, Internal Medicine team and Soft Tissue Surgery team), the Practice Manager, and Nurse Manager as well as all other support staff within the practice in order to provide the highest standards of professional care and service for our referred clients and their animals.

Key responsibilities

- Provision of clinical and professional services for referred clients in accordance with our 'veterinary surgeons' guidance notes' and the instructions of the Directors.
- Participation in rotas, including 'out of hours' service in accordance with the practice requirements.
- Development of the Oncology service through building strong relationships with existing and potential referring practices, and participation in other promotional activities.
- Completion of CPD requirements in accordance with the current recommendations of the RCVS and the advice of the Directors, dependent upon personal and practice CPD needs.

Key skills

European, or American Diploma in Veterinary Oncology (or equivalent).

A professional approach and appearance is expected at all times.

Excellent interpersonal skills and a positive friendly attitude are essential for effective teamwork within the practice, together with the ability to make decisions and communicate clearly and effectively with colleagues at all levels.

A commitment to practising the highest standard of veterinary medicine, upholding the RCVS code of ethics is expected at all times.

Key clinical and administrative tasks

- Be available during working hours to see referred clients, care for in-patients, investigate clinical cases and provide the appropriate diagnostic, medical and surgical services for animals under his/her care.
- Attend CPD and training opportunities in agreement with the Directors, for example national and international conferences.
- Publishing prospective and retrospective studies and review papers.
- Giving CPD (e.g. BSAVA, WRS forums, WRS Roadshows, WRS Clinical Clubs and regional groups etc.)
- Read, understand and implement the practice's current clinical, operational and commercial policies.
- Maintain the highest standards of professional behaviour in accordance with the RCVS Guide to Professional Conduct.
- Do nothing which might prejudice the good name of the practice in the eyes of the public or the veterinary profession.
- Develop a rapport with clients and determine their needs and wishes; perform physical examinations and diagnostic/medical/surgical procedures in a way that will deliver the highest quality care whilst minimising patient stress and discomfort; recommend referral to other WRS specialists if appropriate.
- Explain physical examination findings and communicate to the client a diagnosis of the pet's problems; generate and present a treatment plan for the pet to the client; educate the client on the best course of action including follow up consultations.
- Maintain excellent client/patient/surgical/medical records and make certain all necessary information is kept up to date through established protocols; assist colleagues in follow up and future management of the patient.
- Establish a good rapport with referring veterinary surgeons including: timely professional and respectful communication with an emphasis on reporting communications with the client; assistance in their professional growth and education through recommendations and interaction on referred and shared cases; ongoing development of a positive and professional working relationship; participation in Continuing Professional Development involving the local referral community.
- Assist in the development and training of the paraprofessional team and veterinary residents/interns to ensure the delivery of the highest quality care and exceptional client service.
- Assist with marketing the services of the practice through a variety of external activities to include supporting 'open days' and speaking at local veterinary clubs and breed clubs as well as participating in the main core of CPD provision (see above).

Hours

The start time is 8 am, but clinicians may need to arrive earlier if there are in-patients to check upon. One 'early finish' day is provided each week

- In the past, the aim of the early finish day was to finish earlier than on a normal working weekday, but at what time would be dependent on the case load of the day, the phone call list and the demands of holiday/sickness cover i.e. the finishing time would generally be later on busy days and when team colleagues are absent, for whatever reason.
- On a trial basis starting in January 2019, there is no need to attend the practice on early finish days, providing that all clinical and administrative duties are up to date, and all cases have been appropriately handed over to colleagues. The expectation is that this arrangement will become a permanent policy, however if significant operational problems are encountered it may be necessary to revert back to the former early finish arrangement.
- An early finish day is part of the whole working week – if holidays or CPD are taken which coincide with an early finish day, this does not accrue time off in lieu.

Clinicians are expected to work efficiently and in cooperation with their colleagues (handing over cases as required) in order to optimise their departure time. Written reports to clients at the time of discharge should generally be limited to

details of future management. Telephone calls from clients to give progress reports about non-hospitalised patients should ideally be minimised, and appropriate re-examination at Willows should be encouraged instead.

Study leave

Costs for courses concerned with Continuing Professional Development for veterinary surgeons will be met by the practice up to a limit of £2460 per annum (as at 2018).

Leave equivalent to a maximum of ten working days per annum may be taken in order to attend CPD courses, deliver CPD training or to undertake home study, the dates and specific requirements to be agreed and arranged with the Clinical Director. Of the total of ten days leave, no more than the equivalent of five working days may be taken for home study, to ensure sufficient CPD is received in any given year.

If a complete week of CPD is requested this will be counted as 5 and not 4 days.

CPD allowances (time and finance) cannot be carried over from one year to the next.

Committee work, Board examining etc.

Leave for the purposes of performing work for relevant professional bodies may be granted at the discretion of the Directors. A maximum of one week (4 clinical days) per year is allowed for this purpose.

Holidays

Holiday entitlement for all clinicians is 6 working weeks per annum plus Public Holidays (if not on duty). Public Holidays that are worked will be accrued as lieu days. Part-time employees will have their holiday entitlement calculated on a pro-rata basis. Holidays are to be taken as multiples of whole days.

Holidays should be spread out during the year in order to give the clinician optimal breaks from work. Holiday allowance can only be carried over from one year to the next under exceptional circumstances and with the express permission of the Clinical Director.

For disciplines with two, three or four clinicians within the department, only one vet can be off at any one time except for illness and other exceptional circumstances e.g. where there is a clash of relevant and important CPD provision/attendance or committee work, when two may be off for limited periods, to be agreed by the Clinical Director.

For disciplines with five or more clinicians, only two can be off at any one time, except for illness and other exceptional circumstances e.g. where there is a clash of relevant and important CPD provision/attendance or committee work when three can be off for limited periods, to be agreed by the Clinical Director.

Out-of-hours

There is an Oncology 'out of hours' service, in accordance with practice policy.

Genuine emergencies need to be seen by the Willows clinician on duty as a matter of priority, subject to the owners being comfortable with the anticipated financial implications. However, the clinician on duty needs to make a balanced judgement on a case-by-case basis regarding the urgency of each case, and should, where appropriate, consider the potential for delaying seeing the patient until the earliest opportunity on the next working day, with the case being managed by the referring veterinary surgeon (under guidance from Willows) in the interim. Emergency admission of the case through Willows ECC or OOH emergency service is also possible, with the expectation that the case would be transferred to the relevant specialist service the following day. Under these circumstances, OOH specialist intervention may be needed if the case deteriorates and management is beyond the abilities of Willows emergency vets.

Committed to excellence

Salary

Salaries are reviewed at the end of each financial year (December), provided clinicians have been employed for at least 12 months.

Uniform

The uniform provided by the practice (consulting tops, theatre scrubs, surgical clogs) should be worn during consultations and surgery. Sensible shoes must be worn (not trainers) and hair of shoulder length or longer must be tied back. A smart professional appearance is expected at all times. Jeans are not acceptable.

Subscriptions

The practice will finance all clinicians' membership of MRCVS and VDS, plus two relevant professional societies or journal subscriptions.

Pension

We offer a group personal pension scheme which is fully compliant with current pension legislation. New employees are automatically enrolled as soon as possible from the first day of employment, subject to eligibility criteria

Probationary period

New appointments are subject to a six month probationary period. This can be extended if the Clinical Director deems an extension appropriate after initial progress reviews.

Contract

Written terms and conditions will be issued with the employment offer letter, and these should be signed and returned with the employee's letter of acceptance.

Notice period

Employment can be terminated by either party by giving the other at least six months' notice in writing. This would not apply in the case of serious gross misconduct.

Measures of achievement

Initial progress review approximately one month after induction

Twice yearly reviews

Meetings of the oncology team with the Clinical Director twice yearly

Feedback from clients, referring veterinary surgeons and other members of staff

Publications in the scientific literature including periodicals such as In Practice, Companion and Vet Times

Involvement in the provision of relevant, targeted CPD, including Willows' day and evening forums, Clinical Club evenings and Willows' 'Roadshow' evenings

Case throughput and clinical performance compared with Key Performance Indicators for the practice

Subjective assessment of performance is made with respect to our core values of 'Committed to excellence' in terms of patient care, service to clients, service to referring vets, teamwork, and care of our environment

Committed to excellence