

Job Description

Job Title:	Veterinary Lab Coordinator (RVN)
Department:	Vets
Reporting to:	Veterinary Practice Manager
Responsible for:	N/A
Grade:	6b
<p>Context and Scope:</p> <p>Bransby Horses was founded in 1968 by Peter Hunt, who's lifelong passion for horse welfare continues as the charity works flexibly to meet the growing demands on horse welfare charities. Working together our shared mission is to create positive impacts on the lives of horses, ponies, donkeys and mules.</p> <p>Bransby Horses is committed to providing a safe haven for equines and to provide for their health, welfare and rehabilitation. We have approximately 400 horses, donkeys and mules on our farm at any time and have 6 different yards on the 600-acre estate. An additional yard is based on our Barlings site. Each yard has a different role to play in supporting all equines needs and progression and meeting the charity's goals.</p> <p>The Vet Lab Coordinator will work as part of the Veterinary support team, alongside Bransby Horses Welfare Teams and other care providers to support the provision of veterinary care of equines within the Charity's care.</p>	
<p>Main Purpose:</p> <p>This is a key role within the Veterinary team, with responsibility for the coordination and administration of veterinary health care and provision of support to the veterinary team. This will include supporting the veterinary team with clinical procedures and diagnostics, taking, preparing and processing laboratory samples, dispensing medications and ensuring our equipment is cleaned and maintained ready for use. Other responsibilities include office based administration and assisting the practice manager with the smooth running of the veterinary department.</p>	

Bransby Behaviours

A framework of key behaviours that enable us to achieve continued success for the charity in delivering equine welfare.



Summary of Main Duties:

Laboratory Management

- Support the Practice Manager to maintain an inventory of all lab equipment,
- Manage the day to day maintenance of the lab equipment, including running controls, and documenting this appropriately
- Act as the point of contact for the vet team with regard to the management of the lab. Undertaking appropriate quality control checks and raising issues for discussion with the Practice Manager when required.

Management of Lab Samples and Images

- Processing and running blood samples in the in-house Bransby Horses laboratory
- Coordinating retrieval of samples for external submission, including related submission forms and packaging
- Managing lab results from the internal and external laboratories to ensure dissemination and timely reporting, including follow-up with the relevant veterinary surgeon and uploading to the database
- Extract x-ray, ultrasound and scope images and update records as appropriate on the database.
- Ensure that records are kept in a way, which ensures the charity remains compliant with its responsibilities under VMD.

Assist with Clinical Procedures

- Move equipment around the farm to improve vet efficiency where practical.
- Work effectively within the veterinary team to maximise efficiency in delivering routine and emergency care to the equines on the farm.
- Assist during veterinary and dental procedures.

Cleaning and Maintenance of Kit

- In liaison with the Practice Manager arranging services and software updates.
- Ordering relevant veterinary consumables and nutraceuticals to ensure best value for money.
- Undertake day to day cleaning of all veterinary equipment, including use of the autoclave.
- Responsible for completing COSHH Assessments for any new medications or treatments and doing yearly reviews on all current COSHH Assessments.
- Support the Practice Manager to ensure bio-security checklists are in place and fully utilised.

Purchasing and Stock Control

- Purchase all veterinary equipment, medication and consumables required to support the vet team.
- Liaise with vet team and sales reps in relation to drugs, vet supplies, sundries to support the Practice Manager to ensure value for money.
- Responsible for the vet storage cupboard – organising, unpacking and ordering consumables, ensuring appropriate usage and best value for money.
- Responsible for the dispensing and accurate stock control of the above.
- Ensure appropriate long term stock control including broach dates, expiry dates and drug relevance under supervision of the Practice Manager.

- Under supervision of the Practice Manager improve efficiency and reduce unnecessary waste.
- Lead on bio-security stock and audit the same, including ensuring response kits are fully prepared.

General Coordination and Record Management

- Work with the Practice Manager, Lead Clinician and wider farm team to review the processes and working practices and where required develop new processes or systems in order to become more streamlined and efficient.
- Provide reports and information as required to support the Vet team and/or welfare research projects.
- Document all existing, new or developed processes and ensure that these are accessible and stored appropriately.
- To provide general administrative support to the Veterinary team including the Practice Manager as required.
- Deputise for the Practice Manager as required.
- Work as part of the Equine Office team.
- Supervise any volunteers and veterinary students on placement as required.

Compliance to Policy & Procedure

- Observe and be accountable for your own health and safety as well as others on site as per our Health and Safety Policy and Procedures.
- To ensure that any advice or guidance provided is in line with the Bransby Horses professional advice and guidelines.
- Complete all accessible training and CPD relevant to your role.
- It may be necessary to undertake other duties or work in other departments to fulfil the objectives of the charity or during busy periods.
- To keep confidential data secure and only process data as per the GDPR regulations and as per our Data Protection Policy.
- Develop relationships with other departments as required and work together for the benefit of the charity.
- To promote Bransby Horses and its work to all visitors and members of the public and ensure an efficient service in line with the Bransby Behaviours.

This is not an exhaustive list of all of the duties that may need to be undertaken. It may be necessary to undertake other duties to fulfil the objectives of the charity.

Person Specification

Education & Qualifications:	<ul style="list-style-type: none"> • Must be a registered veterinary nurse
Experience & Knowledge:	<ul style="list-style-type: none"> • Previous administrative experience in a busy office of veterinary practice • Broad knowledge of equine conditions and ailments • An up to date knowledge of equine welfare practices and policies • Knowledge of veterinary equipment and relevant cleaning and health and safety practices • Experience working in the equine welfare sector is ideal
Skills & Competencies:	<ul style="list-style-type: none"> • Be effective in both verbal and written communications and have the ability to communicate confidently at all levels of authority within the organisation • A good level of IT skills • Good organisation, problem solving and multi-tasking skills • Be able to prioritise and work to deadlines in a busy environment • Have good attention to detail and be meticulous in all tasks
Personal Attributes:	<ul style="list-style-type: none"> • Positive, professional and enthusiastic • Responsive and resilient • Able to work effectively on your own as a part of a team • Willingness to learn; quickly, to develop skills and to adapt to various situations • Commitment to the charity's purpose • Discreet when dealing with confidential or sensitive matters • Able to promote a professional image of the charity at all times
Other:	<ul style="list-style-type: none"> • Willingness to travel across site and to sites within UK • Flexibility to work out of contracted hours on occasions. Due to the nature of our work some bank holiday, evening and weekend working may be required • This role involves physical activity and/or bending and lifting. The person carrying out this role must therefore be physically fit to enable them to perform their job effectively