



## **Job Description**

### **Associate (Internal Medicine)**

#### **1 Purpose**

The purpose of this document is to set out the main aspects of the job within RosSDales Veterinary Surgeons. It will not be an exhaustive list of all aspects but should set out the overall expectations of the role from RosSDales and define the main requirements for the jobholder.

#### **2 Job Title**

Veterinary Associate

#### **3 Department**

RosSDales Equine Hospital (REH)

#### **4 Location**

Exning, Suffolk

#### **5 Reports to**

Clinical Director in charge of Internal Medicine

#### **6 Direct reports**

None

#### **7 Hours of Work**

45 hours per week, 08:00 – 18:00 Monday to Friday, with a one-hour (unpaid) lunch break.

The role holder will contribute equally to the provision of the medicine on-call rota.

Other hours, including bank holidays, may be required in accordance with the business needs. The terms of remuneration for these additional hours are set out in the contract.

#### **8 Main aspects of the job**

Role overview – to contribute to our internal medicine service. To include integrating with the team, provide expertise on internal medicine and take on case responsibility for inpatients with a range of medical disorders (this will include out of hours provision). To assist other clinicians in the delivery of critical care and internal medicine.

The main aspects of this role include (but are not limited to):

- Client liaison and interface with Thoroughbred, sports and pleasure horse clients and owners, including discussion of results.
- All aspects of critical care, sports medicine and general medicine.
- Care of hospitalised patients, including daily management plans and client communications.
- Perform night and weekend duties on the medicine rota.

- Laboratory reporting of external samples (haematology and blood biochemistry data) sent to RosSDales Laboratories and advising veterinarians using RosSDales Laboratories on case management.
- Communicate effectively with referring veterinary surgeons and offer advice and expertise as required.
- Ensure veterinary reports are written and sent promptly.
- Maintain contemporaneous medical records, including reports of specific diagnostic procedures such as ECGs, echocardiographs, cervical radiography etc.
- Support colleagues in the ambulatory practice by providing specialist consultations on local farms and training yards, as required.
- Contribute to internal knowledge sharing and external client events, CPD and conferences as required.

## **9 Organisation Structure**

The organisation structure is available on the RosSDales Team Intranet.

## **10 Appraisals**

RosSDales aims to complete appraisals on an annual basis.

Probationary reviews are held on or around three months from the start date.

## **11 Confidentiality**

All employees are required to ensure confidentiality is maintained at all times. Further information can be found on the RosSDales Team Intranet or requested from HR.

## **12 Health & Safety**

It is the responsibility of all employees to ensure that Health and Safety requirements are maintained at all times in accordance with the Employee Handbook and the Health and Safety Policy, available on the RosSDales Team Intranet or from HR.

RosSDales is an Equal Opportunity Employer.