

Director of Veterinary Nursing - Foster Hospital for Small
Animals
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=239426>

Downloaded On: Sep. 19, 2024 3:34am

Posted Jul. 12, 2024, set to expire Dec. 31, 2024

Job Title	Director of Veterinary Nursing - Foster Hospital for Small Animals
Department	Cummings School of Veterinary Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Small/Lab Animal Medicine Veterinary Medicine - General
Job Website	https://jobs.tufts.edu/jobs/20696?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Cummings School of Veterinary Medicine at Tufts University offers one of the most forward-looking educational environments in veterinary medicine in the country. Located in Grafton, MA, our beautiful campus is situated in a country atmosphere within an easy reach of major highways. Cummings School provides DVM, master's and PhD degrees, and advanced clinical training programs. The Cummings School Veterinary Group (CSVG) is comprised of 7 teaching hospitals, clinics, and diagnostic laboratories. The CSVG supports the education and research missions of the school, as well as providing excellent patient care. With an annual patient caseload of ~100,000, the CSVG serves clients from across New England and is the primary clinical training environment for veterinary students, interns, and residents.

The Foster Hospital for Small Animals (FHSA) in North Grafton, MA provides state-of-the-art, 24-hour, 7-day a week emergency and multi-specialty care for small animals. It provides high-quality veterinary medical/surgical care to inpatient, outpatient, and critical/emergent small animal cases and superior customer service to our clients. In addition, the FHSA provides a positive learning experience for Tufts veterinary students encompassing all specialties at the Foster Hospital for Small Animals. The annual caseload is approximately 35,000 cases per year, with over 60 faculty, 50 residents, 35 interns, and approximately 300 staff. From 120 – 150 clinical year DVM students are educated in the hospital annually.

What You'll Do

The Veterinary Nursing Director is responsible for the overall management, leadership, and direction of the veterinary nursing staff within the FHSA. This role oversees both inpatient and specialty services, ensuring the highest standards of patient care, staff management, and operational efficiency. The director will lead initiatives for the recruitment, retention, training, and development of veterinary technicians, veterinary assistants, and animal care attendants, fostering a collaborative and supportive environment for staff and students alike. The director works closely with the other members of the leadership team and with similar roles in other clinics in the CSVG. We offer a generous compensation package that includes medical, dental, life insurance, retirement, and tuition reimbursement benefits, as well as generous holiday, sick, and vacation time. We offer a competitive salary commensurate with education and experience. Some other perks of working at Cummings School include a CE allowance, a beautiful New England campus with an on-campus café, and all major holidays being observed by the University.

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Essential Functions as the Veterinary Nursing Director will be:

Management and Leadership:

- Supervise and lead the Assistant Nursing Directors, Supervisors, Infection Control personnel, and Senior Veterinary Technicians, ensuring all areas, sections, and departments are managed appropriately.
- Oversee the hiring, retention, disciplinary processes, and long-term staffing strategies.
- Provide direction and mentorship to the Veterinary Technician Education Manager.
- Ensure ongoing development through career ladders for all veterinary nursing staff.
- Conduct performance reviews and regular check-in meetings with staff.
- Foster an inclusive, respectful, and team-oriented culture.
- Serve as interim direct supervisor for specific technical and support staff as needed in the absence of a senior veterinary technician / supervisor for the section.
- Participate as an administrative and technician representative in hospital-wide groups and initiatives.
- Serve on the FHSA Hospital Management Group with the Hospital Director, Hospital Administrator, Cummings School Veterinary Group Chief Administrative Officer (CAO), Medical Directors, and Client Services Manager.

Technician Organizational Structure and Strategy:

- Develop and implement strategies for effective distribution and utilization of veterinary technicians across all departments.
- Assess and allocate human resources to ensure adequate staffing for patient treatments and coverage.
- Create and promote career progression opportunities and advanced certifications for staff.
- Establish positions that foster overlap between departments and cross-train staff in multiple areas to ensure redundancy in the event of staffing shortages.
- Continuously evaluate departmental efficiencies, caseload, and appointment structures, making recommendations for improvements.

Recruitment, Interviewing, and Retention of Veterinary Technicians:

- Lead recruitment strategies and retention efforts for veterinary technicians, veterinary assistants, and animal care attendants.

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- Collaborate with Human Resources and hospital management to develop and implement effective recruitment and retention programs.
- Actively source potential candidates and represent the hospital at recruitment events.
- Mentor Asst. Directors, Supervisors, technicians and staff members towards career goals, including advanced certifications.
- Work hand in hand with the Hospital Technician Education Manager with a focus on training and onboarding of technicians to support and improve their professional development and veterinary skill set.

Daily Hospital Service Responsibilities:

- Continuously improve medical and operational support provided by veterinary staff.
- Develop and maintain excellent working relationships with hospital administrators, medical directors, and faculty.
- Ensure compliance with university policies and hospital procedures, maximizing operational efficiency and consistency.
- Direct daily operations within both inpatient and specialty departments in partnership with the Assistant Nursing Directors, ensuring high-quality patient care and customer service.
- Establish a collaborative environment that promotes the best possible atmosphere for patients, students, staff, and faculty.

Financial Management:

- Collaborate with CAO and hospital administrator on budget development and monitoring.
- Manage staffing expenses and overtime, ensuring adherence to budgeted levels.
- Oversee timecard approval and submission for hospital staff.
- Provide guidance on equipment and resource allocation, maintaining fiscal responsibility.
- Identify and address operational weaknesses, developing solutions to improve financial health.

Other:

- Assist the Hospital Director, CAO, and Hospital Administrator on special projects as needed.
- Participate in hospital-wide committees and initiatives, contributing to the overall mission and goals of the hospital.

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What We're Looking For

Basic Requirements:

- Knowledge and experience as typically acquired by a BA/BS in a related field with 10+ years of experience in a veterinary practice environment.
- 5+ years of managerial or supervisory experience.
- Certified Veterinary Technician (CVT), Registered Veterinary Technician (RVT), or Licensed Veterinary Technician (LVT) is required.
- Demonstrated leadership experience and excellent computer skills.
- Outstanding organizational, interpersonal, communication, and time-management skills.
- Ability to exercise discretion and interact effectively with diverse individuals.
- Knowledge of veterinary patient care software (EMR systems).
- Familiarity with Microsoft Office, specifically Excel and Word.
- Ability to lift up to 25 lbs. with or without accommodation.

Preferred Qualifications:

- Additional leadership or managerial training is considered an asset.
- Business management experience or training, including working with budgets and time management, is considered an asset.
- A demonstrated understanding of economic considerations in veterinary practices.

Pay Range

Minimum \$85,650.00, Midpoint \$107,150.00, Maximum \$128,600.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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