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Nota di contenuto

Veterinary Practice Management; Contents; Author Biographies; 1 Starting up in Practice; 2 General Tips; 3 The Practice Premises; 4 The Pet Care Centre; 5 Client Meetings; 6 Involvement in the Local Community; 7 The Receptionist and the Nurse; 8 Veterinary Nurse Clinics; 9 The Veterinary Surgeon; 10 Staff Motivation; 11 Staff Training; 12 Staff Appraisal; 13 Interview Techniques; 14 Partners' Responsibilities; 15 Retirement; 16 The Practice Manager; 17 The Practice Manual; 18 Business Marketing; 19 Record Keeping; 20 Stock Control; 21 Computers in Practice; 22 The Business Plan; 23 Understanding Practice Accounts; 24 Budget Forecasts and Performance Monitoring; 25 Capital Budgeting; 26 The Ins and Outs of Cash Flow; 27 Management Accounts; 28 Construction of a Fee; 29 Securing Income; 30 Buying a Property; 31 A Tax on Income; 32 Value Added Tax; 33 PAYE and National Insurance; 34 Insurance and Pensions; 35 Pharmacy; 36 Health and Safety and COSHH (Control of Substances Hazardous to Health); 37 Employment Law; 38 Limited Companies; 39 Buying and Selling a Partnership; 40 Payment by the Incoming Partner; 41 Valuation of Goodwill; 42 Partnership Contracts; Index

Sommario/riassunto

The third revised edition of this comprehensive book continues to provide an essential source of information on practice management. It gives straightforward guidance to veterinary surgeons setting up in practice for the first time as well as being invaluable to established practitioners and staff keen to improve the efficiency of their business. Those preparing for the Certificate in Veterinary Practice Management will find it particularly helpful. Written by recognised experts in their field, Veterinary Practice Management now includes new chapters on veterinary nurse clinics,