

End of Day Checklist by Brightside Vets



End of Day Checklist: Dog Kennels

The following **MUST** be completed before close at the end of day

DOG KENNELS	
All kennels cleaned and ready for the next day - Newspaper layer and vet bed	
All food bowls / equipment / instruments cleaned and put away	
Sink area clear	
All appliances turned off and unplugged	
All washing to dry is hung on the drying rack + washing machine filled for next day	
Bedding and towels tidy and stored correctly	
TPR boxes filled with correct equipment - Soft bandage, co-forming bandage, vet wrap, tape - Thermometer, stethoscope, fob watch, pen, scissors, calming spray, pill giver	
Both clinical and normal waste bins emptied and lined with a new bag	
Back door is locked	
Lights turned off	
Tumble dryer turned off and unplugged	
THURSDAYS ONLY – CPC FORMS FILLED OUT AND SIGNED	

Signed:

Date:

End of Day Checklist: Theatre, Prep and X-Ray

THEATRE	
Cleaned down and cleared for next day - Hoover and mop floors - Clean and disinfect tables, surfaces and walls	
All lights and other touch points checked and cleaned	
All appliances turned off and unplugged	
Lights turned off	

Signed:

Date:

PREP	
Cleaned down and cleared for next day - Hoover and mop floors - Clean and disinfect tables and surfaces	
All equipment and instruments needed for next day ready	
All lights and other touch points checked and cleaned	
Operations board filled out	
All appliances turned off and unplugged	
Both clinical and normal waste bins emptied and lined with a new bag	
Preparation completed for morning's surgery	
Lights turned off	

Signed:

Date:

X-Ray	
Cleaned down and cleared for next day - Hoover and mop floors - Clean and disinfect tables, surfaces and walls	
All lights and other touch points checked and cleaned	
All appliances turned off and unplugged	
Lights turned off	

Signed:

Date:

End of Day Checklist: Consults

Consults 1 / 2 / 3	
Cleaned down and cleared for next day - Hoover and mop floors - Clean and disinfect tables, surfaces and scales	
Stock levels of medications and equipment checked - Syringes and needles of all sizes, gloves, cotton wool and buds - Medications - Stethoscope, thermometer, microchip scanner and implanter, pen, scissors, nail clipper - Treats	
Sink area clear	
Hibi scrub, trigine and blue roll available	
Both clinical and normal waste bins emptied and lined with a new bag	
All appliances turned off and unplugged. COMPUTER IN CONSULT TWO STAYS ON	
Lights off	

Signed:

Date:

End of Day Checklist: Cat Ward, Staff Room & Lab

LAB & Dispensary	
All surfaces cleaned down + no samples or equipment left on sides by machines	
Sink wiped down and polished	
Blue roll, hand wash and gloves replenished if needed	
Microscope is clean and shut down correctly + cover is on	
ONLY IF TRAINED	
All appliances turned off and unplugged (except certain blood machines – see below) - Do not turn off the lasercyte or vet lab machine	
Ensure samples being sent to external laboratory have been processed and placed into the locked box outside	
Both clinical and normal waste bins emptied and lined with a new bag	
All drugs put up/ signed/ counter signed and bagged/ put away OR labels in RED folder	
Lights off	

Signed:

Date:

CAT KENNELS	
All kennels cleaned and ready for the next day - Newspaper layer, blanket / vet bed, litter tray and bench for hiding	
All food bowls / equipment / instruments cleaned and put away	
Sink area clear	
TPR boxes filled with correct equipment - Soft bandage, co-forming bandage, vet wrap, tape - Thermometer, stethoscope, fob watch, pen, scissors, calming spray, pill giver	
Both clinical and normal waste bins emptied and lined with a new bag	
Lights turned off	

Signed:

Date:

Staff Room	
Tea and coffee / food clear from microwave and kettle area	
All appliances turned off and unplugged (apart from fridge)	
All surfaces wiped and refuse removed	
Windows closed	

Signed:

Date:



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In-patients Checklist by Brightside Vets

**BrightSide**
Vets.com

In-Patients Checklist

The following **MUST** be completed first thing **IF** we have in-patients **BEFORE** setting up theatre

- Check status of all patients (TPR, MM, CRT, BAR, DUDE, pain score if applicable) and record on patient forms
- Kennels cleaned, litter changed if appropriate
- Administer drugs/ attend to IV fluids if planned (i.e. prior agreement by vet)
- Give food/ fresh water if permitted (i.e. no procedure planned)
- Report to vet and write any clinical notes for patient
- Agree with vet what owner is to be told and inform reception/ write up on computer "In-Accommodation" menu

NOTES



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