

AM / PM Procedures

AM PROCEDURES

- Run autoclaves
- Load cats into carriers
 - Check each incision, bring concerns to doctor
 - Double check collar matches name on carrier
- Clean dog and cat kennels
- Set up Prep Room
 - Put out clippers
 - V-tray
 - Pee bowl
 - Eye lube
 - Scrub buckets ready
- Set up OR
 - Buckets for instruments (spectra soap), needles (spectra soap), and tubes (dilute chlorhex)
 - Put out ink caps
 - Turn on oxygen
 - Turn on scavenger
 - Set up recovery area
 - Turn on surgery lights
 - Plug in heated V-trays
 - Set up extras tray and needles pack
 - Open surgical blades onto needles pack
 - Tip suture (doctor)
- Set up Pack Area
 - Fill sonicator with enzyme cleaner
 - Deflate and sort tubes
 - Fill bucket with A-33 for masks and muzzles
- Set up Tech Table
 - Get drug logs out
 - Get drugs from safe etc
- Start Laundry

PM PROCEDURES

- Prep Room
 - Clean prep tables
 - Fill scrub buckets
 - Fill all spray bottles
 - Clean clipper blades
 - Turn off all oxygen and flush lines
 - Turn off scavenger
 - Fill isoflurane
 - Empty trash
 - Vacuum and mop
 - Empty vacuum
- OR
 - Turn off oxygen and flush lines

- Clean tables
- Throw out ink caps
- Fill isoflurane
- Unplug heated V-trays
- Sweep and mop
- Throw out trash
- Turn off surgery lights
- Wash out sugar lips container
- Throw out old bags of fluids (3 days or older)
- Packs
 - Finish washing all instruments and tubes
 - Make all packs
 - Assemble extras tray and needles packs
 - Rinse all masks and muzzles and hang to dry
 - Wash and disinfect pee bowls
 - Empty sonicator (as needed)
 - Lint roll and fold all pack laundry
 - Load autoclaves
- Rest of Clinic
 - Feed dogs and check to make sure all animals are in clean cages
 - Sweep and mop entrance area and hallways
 - Clean bathroom/s and empty trash
 - Empty all trash in clinic
 - Turn off all lights, washers and dryers and coffee pot
 - Turn off autoclaves/not running

EXTRA DUTIES

- Change soda sorb as needed and perform pressure checks on machines
 - o OPEN POP OFF VALVE!
- Soak and rinse all reservoir bags and hoses in dilute chlorhexidine solution for 10 minutes
- Wash walls, anesthesia machines, table bases, surgery lights
- Organize all shelves
- Sweep and mop laundry room/area, wash down washer and dryer, empty trash

Surgical Pack Procedures

COMPLETE LIST OF INSTRUMENTS USED:

1. Olsen-Hegar needle holders
2. Thumb forceps
3. Towel clamps
4. Metzenbaum scissors
5. Straight carmalts
6. Curved carmalts
7. Curved hemostats
8. Straight hemostats
9. Straight crile
10. Spay hook
11. 4x4 gauze squares
12. Fenestrated drape