



Standard Operating Procedures
Tier 1 Veterinary Medical Center
Scheduled Surgery Drop Offs

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Part	Scheduled Surgery Drop Offs	Issued by	Administration
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Introduction:

It is the standard operating procedure of Tier 1 VMC to provide clients with thorough and informed consent for any procedures they approve to be done at Tier 1.

The procedures for scheduled surgery drop offs are as follows:

General Requirements:

Clients will be informed of all details pertaining to the procedure they have approved of prior to admit as well as continued communication through procedure to discharge.

1. Technician checking patient in will verify the following based on check in sheet and consent form provided to owner:
 - a. Correct patient, procedure being done (look in file for pre-op apt. notes and discussions with owner)
 - b. Estimate has been made and is correct according to doctor AND client
 - c. Verify Pre-Op BW has been ran or needs to be ran/ declined by O
 - d. Verify with O we are not completing any additional procedures/ diagnostics
 - e. Take pre-op history from O
 - Is Pt NPO?
 - Is Pt on meds/ have any been given?
 - Verify previous DX or ongoing DX we should be aware of

2. If procedure is something like a mass removal etc. verify with owner the correct area/ mass etc. using the check in form and have the owner Shave the indicated mass and/or shave it and have the owner mark or initial the mass or desired limb.
 - Go over CPR/ DNR options with O
 - Complete all paperwork with O
 - Place slip lead on Pt and let O take any leashes/ harnesses and take patient to the back treatment area (complete weight/ TPR either in room or in TX area)



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3. Walk the owner to the front desk to leave a deposit and let the owner know we will call when the procedure is done and set up specific discharge time then
4. Set Pt up in kennel in TX with Pt label/ CPR/ DNR sticker on cage card
5. Move Pt from exam room to Surgery or Hospital (accordingly) on Smartflow and open flow sheet and anesthetic flow sheet, complete TPR and admit notes/orders in Smartflow and round to TX/SX tech
6. Open medical record note in Evet and complete tech portion as well