

Daily Rounds Sample Protocol

Items needed:

- Completed Daily Evaluation Sheets for each animal (view in each room)
- Completed Daily Summary/Observation Sheets for any observed concerns/problems (view in each room)
- Animal inventory print out (Shelter Buddy)
- Daily Rounds Action list to note any concerns discovered during rounds as you walk through the animal centre

Procedure:

1. Walk through of all animal rooms in the following order:
 - a) Adoptable kittens/puppies
 - b) Adoptable adult animals
 - c) Stray/Quarantine kittens/puppies
 - d) Stray/Quarantine adult animals
 - e) Isolation areas
2. Collect information provided through the Daily Evaluation Sheets and the Daily Summary/Observation Sheet.
3. Observe each animal for a few minutes and note any concerns/issues/problems.
4. Address any red flag items immediately or if animal is suffering etc.
5. Determine if action is required for the animal and place it onto the Daily Rounds Action List.
6. Communicate with Animal Centre Manager items on the list.
7. Changes can be documented on Daily Evaluation Sheets and highlighted. Alternatively, laminating cards can also be placed on cage to note changes and to communicate it to staff.
8. Ensure action item tasks are delegated to appropriate support staff.
9. Schedule any veterinary appointments or assessments required.
10. At end of day, ensure Daily Action Plan list is completed entirely. If any items are outstanding, find out why. For appointments scheduled for a future date, ensure date is documented and carry over to next Daily Action Plan list.