Gatorland Animal Services SOPs

Intake Procedures for Dogs and Cats

Effective Date: 9/15/2021 **Revised:**

Responsible Staff:

- Vet techs
- Kennel staff

Purpose: This SOP provides vet techs and kennel staff with step-by-step procedures for preventive health care administered to dogs and cats on admission to the shelter and documenting the procedures and treatments in each animal's medical record.

Definitions

- BCS = body condition score using the Purina scale

Supplies Needed

- Walk-on scale for dogs and baby scale for cats
- Disposable exam gloves
- Universal microchip scanner
- Thermometer with covers
- Stethoscope
- Vaccines
- Parasite treatments
- Camera attached to Chameleon
- ID band
- Rescue disinfectant in spray bottle

Procedures

1. Put on clean exam gloves.
2. Open a new medical record in Chameleon.
3. Take a good quality picture of the animal that includes the entire body and upload into the medical record.
4. Record species, sex, estimated age, coat length, coat color, and intake type in the medical record.
   a. Use the dentition chart to estimate the age of puppies and kittens
   b. Estimate age of adult animals based on appearance of teeth and dental calculus
5. Weigh the animal in pounds and record weight in the medical record.
   a. Walk-on scale for dogs
   b. Baby scale for cats
6. Determine the BCS using the Purina scale charts for dogs and cats. Record in the medical record.
7. Perform a thorough scan for a microchip following the scanning technique chart. Record the result in the medical record.
   a. Enter "no microchip found" or the microchip number if one is detected
   b. Follow the Found Microchip SOP for detected microchips

8. Perform a brief physical exam according to the template in the Chameleon medical record and record findings in the template.
    a. Complete all fields of the template
    b. Note if cats have a tipped ear and which ear is tipped (see picture of ear-tipped cat)
    c. Examine the ventral midline and scrotal areas for a green tattoo signifying sterilization. Shave the area if necessary for good visualization
9. Immediately notify the veterinarian or chief vet tech if an animal has a fever (Temp >103^{o}), severe respiratory illness, vomiting or diarrhea, severe skin disease, injuries such as large wounds or lameness, bleeding, or appears painful
    a. Hold the animal in the intake room runs/cages pending further evaluation by the vet or chief vet tech
    b. Place a neckband with the animal's unique ID number that matches the medical record number
    c. Print out a kennel card and place on the animal's run or cage
10. Administer parasite treatments based on body weight and record the treatments in the medical record.
    a. Cats and kittens: follow the Cat Parasite Control SOP
    b. Dogs and puppies: follow the Dog Parasite Control SOP
11. Administer the required vaccines and record in the medical record.
    a. Cats and kittens: follow the Cat Vaccination SOP
    b. Dogs and puppies: follow the Dog Vaccination SOP
12. Collect blood samples for FeLV/FIV testing of cats and for heartworm testing of dogs
    a. FeLV/FIV testing: follow the FeLV/FIV Screening SOP
    b. Heartworm testing: follow the Canine Heartworm Screening SOP
    c. Notify the vet techs that samples are ready for testing
13. Attach a neckband with the unique number that matches the medical record number.
14. Print out a kennel card.
15. Move the animal to the proper housing section.
16. Wipe down the scales and exam tables with the Rescue disinfectant.
17. Discard gloves.