Veterinary patient admission and discharge procedure

SOP TEMPLATE

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To admit and discharge every patient safely, with informed consent and clear instructions.

Scope

Every patient admitted for surgery, procedures or hospital care.

Responsibilities

Role	Responsibility
Vet nurse or receptionist	Admits the patient, checks consent and gives discharge instructions.
Vet	Explains the procedure and risks, and writes the discharge instructions.

Procedure

1. **Check the patient and the owner**

   Confirm the patient's identity, the procedure, the owner's contact number and any fasting instructions.

2. **Get consent and an estimate**

   Go through the consent form and estimate with the owner, and get their signature.

   > **Caution:** The owner must understand the risks. Ask the vet to speak with them if they have questions.

3. **Identify the patient**

   Fit an ID collar with the patient's name and number, and record any belongings.

4. **Keep the owner informed**

   Call the owner after the procedure and when the patient is ready to go home.

5. **Discharge**

   Give written instructions on care, medications, feeding, wound care and warning signs, and check the owner understands.

6. **Book the follow-up**

   Book the recheck or suture removal before they leave.

Records

- The signed consent and estimate.
- The discharge instructions given.

Related documents

- Surgical safety checklist

Revision history

Version	Date	What changed	Approved by