

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

Business _____ Location _____ Date _____

Opening checklist Before the first consult

TASK	TIME	INITIALS
In-patients		
☐ Read the overnight notes, or the handover from the after-hours clinic		
☐ Check every in-patient and record its observations		
☐ Give due medications, fluids and feeds, as the treatment sheets say		
☐ Clean kennels and cages, and walk the dogs		
Equipment and theatre		
☐ Check the anesthetic machine and run its leak test before the first anesthetic Including the oxygen supply, the breathing systems and the scavenging.		
☐ Check the crash cart and emergency drugs are complete and in date		
☐ Turn on the sterilizer and run any daily test the maker requires		
☐ Run the daily quality control on the in-house lab analyzers		
Fridges and drugs		
☐ Check the vaccine and medicines fridges are in range, and record the temperatures		
☐ Check the controlled drugs safe is locked and the register is up to date		
Consult rooms		
☐ Check each table is clean and the scales are zeroed		
☐ Check gloves, syringes, needles and swabs are stocked		
☐ Check the sharps containers are below their fill line		
Reception		
☐ Take the phones off the after-hours service and check messages and lab results		
☐ Check today's consults, surgeries and admissions		
☐ Get consent forms and estimates ready for today's surgeries		
☐ Check the waiting area is clean, with separate space for dogs and cats where possible		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____

Closing checklist After the last consult

TASK	TIME	INITIALS
In-patients and overnight care		
☐ Update every treatment sheet and the plan for the night		
☐ Hand over to overnight staff, or transfer patients to the after-hours clinic		
☐ Check each in-patient has water, clean bedding and its ID on the cage		
Theatre and consult rooms		
☐ Clean and disinfect the theatre, prep area and consult tables		
☐ Clean and pack instruments, and record each sterilizer cycle		
☐ Turn off the anesthetic machine and close the oxygen cylinders		
☐ Restock each room for tomorrow		
Drugs and fridges		
☐ Record every controlled drug used today, and lock the safe		
☐ Check the fridge doors are closed and the temperatures are in range		
Reception		
☐ Reconcile the day's payments with the practice software		
☐ Check tomorrow's surgeries and that fasting instructions were sent		
☐ Put the phones through to the after-hours service		
Lock-up		
☐ Start the laundry and store clinical waste for collection		
☐ Turn off the lights, lock all doors and set the alarm		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____