Veterinary hospital ward checklist

CHECKLIST TEMPLATE

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

Business _____ Location _____ Date _____

Daily ward check

Each morning, and again at each handover

TASK	TIME	INITIALS
Patients		
☐ Check each patient's ID tag matches its kennel card and hospital sheet		
☐ Take and record each patient's observations as the sheet says		
☐ Give treatments and medications on time and sign the sheet		
☐ Check fluid lines, catheters and pumps		
Care		
☐ Feed, water and walk patients as each sheet says		
☐ Record eating, urine and faeces		
☐ Clean and dry every kennel and change the bedding		
Ward		
☐ Check isolation patients are cared for last, with their own PPE		
☐ Restock the ward and check the crash cart		
☐ Hand over each patient to the next shift, with any concerns		

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