AC-01 DAILY ROUNDS

**Purpose**

Daily Rounds are conducted as a means of a visual assessment of all animals housed at HSWM.

**Policy**

Director of Animal Care is responsible for the well-being of all animals in the facility

**Staff /Areas Affected**

• Animal Care Staff

• Dir of Animal Care & Behavior

* Vet staff /Veterinarian
* Development staff

**Definitions**

**Vet Check Request** – Report obtained through ShelterLuv which details the animal and health concern for cats

**Sick List** – hard copy list which details of the dog and health concerns are noted (Dog only)

**ShelterLuv –** Database used by HSWM for all tracking of customers, animals and associated service

**Responsibilities**

Director of Animal Care & Behavior or designate is responsible for conducting a visual observation of all animals in the shelter every 24 hours. This observation is to monitor the well-being of each animal.

**Procedures**

The Director of Animal Care & Behavior or designate does a walk through all areas where animals are housed, to do a visual assessment of the wellbeing of each animal. During the assessment, the following issues are noteworthy:

* Medical concerns are reported to the Vet Staff and may be added to the Sick List for follow up.
* Vet staff will do rounds to triage
* Director of Animal Care monitors all areas and long term animals
* Director of Animal Care will notify Development staff for animals to promote
* Behavior Staff is notified of any concerns that might require follow up or additional observation
* Animal Care staff is instructed to alert a supervisor at any time there is a concern of the health or behavior of any animal.

ShelterLuv is updated with any medical or behavior notes of significance and treatment or re-evaluation as needed.

Director of Animal Care may conduct Weekly Rounds to assess long term animals and their behavior to identify candidates for media participation, or to address overall health and behavior.

**Reference Documents**

• Sick List

• SOP AC-17 Weekly Rounds

* SOP M-01 Reporting Sick Animals

**Revision History**

Created 12/20/18