



ESTHER HONEY FOUNDATION ANIMAL CLINIC TEAM RESPONSIBILITIES

(Last updated January 2009)

Please Note:

- All EHF volunteers work at the direction and under the auspices of the EHF Board and President. They function within the organizational structure, protocols, policies and programs determined by the Foundation. Suggestions for improvement are welcomed but we ask that volunteers operate within the established system to maintain program consistency.
- Open and timely communication between volunteers and the US office is helpful for the long-term efficiency and effectiveness of the volunteer program and can prevent unnecessary misunderstandings and problems.

Clinic Director

Oversee clinic functionality, monitor and report efficiencies and capabilities. Duties include:

- Clinic and residence maintenance
- Monitor and report veterinary drug/supply inventory and equipment needs to US office
- Provide financials, conduct fundraising, solicit sponsorships
- Develop media materials, community awareness/humane education programs, with US office
- Maintain well-being of volunteers, provide manage rosters,
- Organize EHF Vet Treks® with the US office and host islands.

Veterinarian

- Consultations
- Surgery
- Bio Security - Occupational health and safety, responsible for ensuring sharps are disposed of and management of drugs stock and medical equipment
- Training & up-skilling of veterinary staff
- Delegation of surgical & consultation procedures
- Supervision of surgery team while in surgery
- Vet report (monthly with Clinic Director)

EHF Vet Nurse

- Primary role of Vet Nurse is to assist Vet in surgical procedures as trained.
- Supervision & training of Surgery Assistant (Volunteer 2) while in surgery if required.
- Monitor anaesthesia
- Keep ISO machine full
- On table (with ISO machine) – tape, scissors, eye lube, general lube, syringe for e-tube deflation
- Clean kits, scrub with cold water to remove blood
- Soak for short time (1/2 hour) in Betadine and water solution
- Make up kits that have been used for the day
- Prepare pre-meds, antibiotics, pain relief, administer under vet supervision
- Be aware of: O² tank levels, how much ISO on hand, incoming patients for following day (special kits)
- First thing in the morning, check on all inpatients, check drip lines, and flush (if stopped) or replace.

EHF Vet Assistant

Assist vet and vet nurse in surgery as required.

EHF Kennels & Client Liaison

Responsible for client reception, meet and greet, kennel management, telephone, appointments, animal follow up post care, ensuring kennels are kept tidy, dog & cat socialisation, afternoon clean and feed, receive donations, washing, check in and out of animals, registration certificates and dog & cat care brochures, morning and afternoon medications at feeding time.

- Reception, meet & greet of all incoming consultations and in-patients
- Re-homing and adoptions (follow protocol)
- Update clinic appointment book
- Complete registration certificates and get vet to sign ready for animal check out
- Ensure EHF dog or cat care brochures go home with every animal/guardian (place on cage with peg ready for despatch)
- Communicate with vets/nurses when patients arrive throughout the day and any special cases as they arise
- Ensure all animal bowls and washing is done throughout the day and that the outside area, meet and greet area and consultation rooms are kept clean and tidy

- Kennel Management
- Make certain that all patients have cage cards that are accurately completed - Include desex/deworm/rehoming/guardians name & contact/ any other special instructions
- Make sure all animals are fed, cleaned and have water before morning cleaning staff depart.
- Make sure all animals have adequate water and shelter from sun, rain, wind at all times

Afternoon

- Meet and check-in afternoon consultations/appointments
- Manage/delegate afternoon feed, clean, dog walks, lock down, medications
- Receive Donations & record in daily book
- Daily Report
- Update *Clinic Supplies* and *Medical Supplies register* for Clinic Director – keep Clinic director updated as to supplies required including washing powder, pet food, cleaning material, medicines, drugs, surgical equipment.

** This is a busy role. The afternoon feed, clean and patient check out will be assisted by any volunteers not busy at that time.

Additional EHF Volunteers (Administration, Education, EHF Interns)

Additional volunteers will be asked to assist with clinic administration, education, fundraising, and respond to special project requests from the Clinic Director and Head Office as needed.

EHF Interns divide their time between the above duties assisting the Clinic Director and kennel/animal care and assisting the veterinarian, vet students and other veterinary professionals as needed. Please note: Veterinarian Students receive precedence in working with the veterinarians.

EHF Clinic Cleaners

Are responsible for the morning feed and clean including applying meds to food, poo scooping, hanging out wash and generally making sure the kennels are ready for the day and the dogs have all been let out for a walk/toilet stop. If cleaners are not available, volunteers will share in meeting these responsibilities.

WEEKEND TEAM DUTIES

Feed, clean – am (before 9am) and pm (around 4pm)

Ensure all animals have adequate water and shelter for the conditions of the day

Dog walks, swims

Emergencies

Medications

Monitoring patients

Washing – including hanging washing on line and taking off at end of day (try to clear the washing for the next shift)

Washing animal bowls and containers

Keeping the clinic, surgery & consultation rooms clean and tidy

Clinic Tours if required

Re-homing cats and dogs if relevant

Taking and telephone calls and bookings for the next week

