Introduction: The following outlines the standard operating procedures of the NCSU Veterinary Health Complex Large Animal Clinic:

Procedures:

A. Staff Duty Hours
   1. Veterinary technician coverage 24 hours/day, 7 days/week.

B. Scheduling Procedures
   1. Procedures other than routine treatments can be scheduled with the vet. tech. during working rounds.

C. Charging for Materials
   1. All materials used are to be charged for. Procedures performed are to be entered into the system.
   2. Other supplies and minor procedures (bandage changes, catheter changes, re-suture catheters, etc.) are to be entered on the back of the patient’s flow sheet or on the S.O.A.P. These will be entered by the vet techs at the end of each shift.

D. Admissions Procedures
   1. When admitting a patient:
      a. Put the current record in the binder with the patient’s stall number.
      b. Put the manila folder in the pick-up box or in the holding box if you’ll need to refer to previous record.
      c. Take the yellow copy of the financial agreement to discharge.

E. Feeding Orders
   1. Feeding orders are to be standardized - grain in quarts, hay in flakes.
      a. Normal feeding orders are to be written on the Blue Stall cards. Feeding will be done in the AM & PM by the Animal Tech.
      b. Specialized feeding orders need to go on flow sheets and will be done during treatments by the Vet techs.
   2. Indicate BID feedings. If SID, write AM or PM as different technicians feed.
   3. Do not use AD LIB.
   4. Adjust BID amounts if quantity is insufficient.
   5. If you prefer to feed, DO NOT USE A NEW BUCKET EACH TIME.
   6. Use the bucket in the patient’s stall & wash it out after feeding mixed mashes, etc. which will sour.

F. Drugs
   1. Drugs: are to be ordered from the pharmacy through UVIS.
2. Controlled drugs to be obtained from the Controlled Drugs Module in the breezeway.
3. Administration and waste information must be recorded.
4. Meds boxes in LA satellite pharmacy are for drugs only, not shoes, halters, etc.

G. Facilities
   1. Leave nothing on floors in aisles.
   2. In the case of isolation or restriction, carts are kept outside the stall and must be kept clean and orderly.
   3. Trash is not to be put in manure carts.

H. Grooming
   1. Student is responsible for daily grooming - use brush from patient care kit assigned to that patient.
   2. Bath requests are to be submitted to the tech supervisor by noon.

I. IV Injections
   1. Administration of IV injections without an IV catheter, & oral preparations via stomach tube must be authorized by
      the attending clinician.
   2. It is their option to be present, have a vet tech assist or to permit a student to proceed without supervision.
   3. IV injections must be given while patient is on nonabrasive flooring or in a bedded stall.

J. Necropsy and Cremation Information
   1. Routinely the VHC only performs necropsies on horses that have been seen here before.
   2. Rollins (919-733-3986) will perform necropsies and dispose of the body for horses that are not VHC patients.
   3. Rollins will remove the heart and head and send to Faithful Friends (919-874-0014) for private cremation.
   4. For disposal of the body when head and heart are harvested and no necropsy is to be performed, owners should call
      their county animal control to inquire about disposal regulations as many counties do not allow burial.
   5. Buckleigh Hills (919-269-7771) in Zebulon, NC does whole body horse cremations.