



Spay Day Clinic Setup Instructions

Before the Clinic

Prepare the Space

1. Move Dr. Ellison's anesthesia machines from the prep room to the cat room.
2. Place two of Dr. Ellison's metal prep tables at the Anesthesia Station, and move the others to non-surgery stations such as the Veterinary Examination Station.
3. Move the large vacuum from the scrub area to the back of the prep room behind the sink near the anesthesia tube rack.
4. Get tables from anatomy to use in the surgery area for both surgery tables and for non-surgical tables. The number of anatomy tables needed is defined by the number of surgical stations. This number varies clinic to clinic. (We usually try to get at least 15 spay surgeons.) The surgical room map is helpful in this regard.
5. Cover all tables with plastic, including the metal shelving unit at the Anesthesia Station. There is a small, white, plastic, two-drawer storage on the backup supply cart in OC storage room that contains just scissors and masking tape. Bring this unit to the prep area so volunteers can quickly find scissors and tape.
6. Cover the floor in the large room (anesthesia and recovery area), as well as the walkway to surgery, with 4ml thick plastic. This is a high "abrasion" area, and the anesthesia rack and the anesthesia injection table must be covered with the thickest plastic available (the anesthesia records table and the countertop are less demanding):
 - a. Overlap and tape the ends well.
 - b. Do not splice the plastic. Use one continuous piece.
7. Put down PVC pipe halves for the traps in the Anesthesia Station waiting area.
8. Move one metal rack from the surgery room to the Anesthesia Station in the prep room after the floor plastic is put down in the prep room.



9. Move the second metal rack from the surgery room to the scrub sink room for use in the Veterinary Examination Station. This is for overflow/pre-exam holding.
10. Move the surgery instrument cart and the grey surgery supply cart from the Operation Catnip (OC) storage room to the surgery area.
11. Move the Mayo stands to the end of the table near the wall of surgery tables so that they are not in the way of people who might trip over them.
12. Retrieve the folding white table from the OC storage room, and set it up in the surgery area next to the surgery supply cart. This table is used for the volunteer sign-in sheets, peroxide and paper towels. Tape a trash bag to either the table or the gray surgery supply cart.
13. Move the instrument baker's cart into the Instruments Station cleaning/packing area. The Instrument Station volunteers will set up the station on the day of the clinic.
14. Set out the OC street signs that direct people where to drop off cats.

Prepare the Stations

General Instructions

1. Place the supply kits at all stations. Retrieve the sterilized ear-tip kits and neuter kits from instrument rack, and place them at their respective stations.
2. Prepare syringes and place at the Anesthesia, Vaccinations, and Pre-Prep Ear-tip Stations.
3. Place a sharps containers at each surgery table, and at the Pre-Prep Ear-Tip, Neuter Surgery, Vaccinations, Anesthesia and Medications Stations (possible two at the Medications Station).
4. Place soapy water buckets at each surgery table, and also one at the Pre-Prep Ear-Tip, Neuter Surgery and Medications Stations.
5. Make sure each non-surgical station has a garbage bag or kick bucket, as well as a roll of paper towels.



6. Add garbage bags to the non-surgical stations, and make sure kick buckets are at each surgery table.

Pre-Surgery

1. Retrieve the anesthesia machines (7), and place at the Anesthesia Station. Make sure each machine includes their tubing, bag and mask. Check the level of the oxygen tank. If it's empty, replace it with a full tank.
2. Place Dr. Ellison's plastic bins under the counter near the Anesthesia Station. Move to countertop across the room to make more space for the fleece.
3. Move the fleece to the area below the counter at the Anesthesia Station.
4. Retrieve the white bin of clear plastic folders from the top shelf of the supply kit rack, and place it at the Anesthesia Station. These protect the Medical Records.
5. Place a box of pre-printed Medical Records at Anesthesia Station
6. Set out the corn oil eye lubricant, set the clock, check to make sure the staplers are filled and functional, verify that masking tape, scissors, pens, cotton swab sticks and paw tags used in the course of the clinic are all available at the Anesthesia Station.
7. Dilute the Chlorhexidine to make a 2% scrub. (Dilute the 4% scrub 1:2 with water.) Fill the spay-prep scrub containers, and place them in Dr. Ellison's warmer. (If a 2% scrub is used, dilute with it with Chlorhex solution.)
8. Fill the Chlorhexidine solution spay-prep scrub containers from the 5-gallon diluted stock solution on the storage rack. Place the containers in Dr. Ellison's warmer.
9. Retrieve the large plastic garbage can with a lid from the scrub area, and move it to the Pre-Prep Bladder Express Station. This will hold the metal pail that collects urine. (The pail is located in the laundry room.)

Surgery

1. Place boxes of surgeon scrub brushes in the scrub area on ledge above the sinks.
2. Place a bin of sterile surgeon hand towels on a Mayo stand in the scrub area.



3. Situate the crash cart in the surgery stations area.
4. Place laundry baskets in the surgery area for dirty towels, and for clean outer autoclave wrap.

Post-Surgery

1. Make sure that paperwork is printed for the Buprenorphine Log and the TKX Anesthesia Log at the Clinic Records Station.
2. Set out the recovery lamps.
3. Clip the heat lamps onto the counters in the recovery area, and place the laundry bag holder beside the door leading into the Veterinary Examination Station for soiled fleece. The laundry bag holder and laundry bags are kept in the laundry room.
4. Retrieve newspapers that are stored in black plastic bins under the sinks in the laundry room, and move them to the large room for trap cleaning.

The Day of the Clinic

In compliance with fire regulations, some setup tasks can only be done the day of the clinic, and not before, so that hallways are not blocked.

1. Retrieve the folding tables, the signs for the express line, etc. from the OC storage room, and move them into the Admission/Discharge Station area.
2. Set up the food table in the hallway near the surgery door.
3. Move the coffee cart to the hallway near the surgery door.
4. Fill the two OC coolers with ice from SACS cold room on the second floor in room V2-187. The smaller cooler is for vaccinations. Place that one in the Vaccinations Station next to the wall. The larger one is for drinks. Place that one in the hallway near the food table. (If setup is the day before the clinic, put the ice in the day before, otherwise, fill them the day of the clinic.)