



Work Instruction: CGCR Vet Tech Tasks

Note: this work instruction reflects the standard process for both TNR and in-take spay/neuters for the foster/adoption program. The process is adjusted based on individual circumstances at the direction of the Vet, Medical Director or Lead Vet Tech.

A. Before clinic starts:

Cat Check-In:

- Set-up check-in table. 📄 See Setting Up Drop-Off Station Work Instruction.
- Verify there is an ID tag on each trap/carrier as people drop off. Make sure people have a Post-Op Instruction brochure if they have not taken previously.
- Explain we will call/text when cat is ready and give a general time frame.
- Collect donations if offered and encourage on-line donations on the web site! There are pre-printed envelopes for mailed donations.

Clinic Set-Up:

- Check if there is a spay pack bundle ready to run in autoclave and start cycle if there is. 📄 See posted Autoclave Quick Start Guide.
- Get FVRCP vaccines and PenG bottle out of fridge and put in cooler on ice packs.
 - Draw up FVRCP vaccines – draw up no more than we are confident we will use as once they are drawn they do not keep more than one day and we can always draw up additional ones if needed. Use 3 ml syringe with 22 or 25 gauge needles. The syringe and needle are disposed of after each use.
 - Number the top of the drawn up syringe sequentially starting with 1 which will be tracked to the clinic log.
 - PenG: Keep in the cooler to have at the ready if directed by Vet to administer to an individual cat. If needed, use a 3 ml syringe with a 20 gauge needle.
- **When there are cats for in-take on the schedule:** Get anticipated number of FeLV Snap tests anticipated and blue conjugate out of fridge so they will be at room temperature when used. It is recommended to take out 1 or 2 extra Snap tests so they will be at room temperature if needed. Note: Snap tests can be cycled to room temperature up to 8 times for up to 8 hours without loss of integrity.

Heparinize the number of 1 ml syringes for anticipated number of blood draws (1 for each cat to be tested). It is not a problem to have extras as unused syringes can be re-heparinized prior to next clinic.

27 gauge needles work best for blood draws however some prefer the diabetic syringes for this purpose. Draw up Heparin in each and express back into bottle. This leaves just enough Heparin to keep the blood sample from coagulating.

- Set out, refill or get ready for use:
 - Eye ointment/lubricant



Work Instruction: CGCR Vet Tech Tasks

- IP Alcohol squirt bottle, remove cap
- Hydrogen Peroxide spray bottle
- Gauze in chlorhexidine solution gauze and iodine scrub containers – prepare more if needed. Pour about 2 Tbsp of chlorhexidine or iodine scrub and dilute with water.
- Gauze for post shave fur removal
- Scissors used for ear tips – place in glass jar with diluted chlorhexidine solution
- Cauterizer or ear clips
- Set up 2 trays to clean instruments in sink closest to autoclave. Put about 1-2 Tbsp chlorhexidine scrub in each tray with water.
- Get 2 spay boards set-up with a puppy pad and leg ties. There are also smaller kitten size spay boards when needed.

Note: if at any time before, during or after clinic you notice any supplies or items getting low, notify the Vet, Lead Tech or Medical Director. There is a 📄 CGCR Clinic Supplies Reorder Points guide posted in several locations for critical consumable items.

B. Surgery:

Clinic Flow and Records:

- The Lead Vet Tech determines the surgical sequence, maintains the Clinic Log and issues the numbered Head Sticker for Vet Tech prep. See 📄 Head Sticker Guide.
- Typically an In-Take Chart is started for adoptable or foster cats prior to their surgery. The Lead Vet Tech ensures that this chart is completed with relevant information once surgery and testing is done.

Anesthesia & Pain Medication:

Note: once the cat is anesthetized, at any point before, during or after surgery, if you hear the sound of vomiting **immediately** elevate cat's chest above head – and shake gently. Do not put fingers inside its mouth. Mouth may be opened by gently squeezing jaw to facilitate regurgitated food to come out.

Every person in the clinic room must be alert to this sound and act immediately to prevent aspiration!!!!

- The Vet or Lead Vet Tech administers the anesthesia and once the cat is anesthetized, the Lead Tech weighs the cat and administers meloxicam. See 📄 Pain Medication: Diluted Meloxicam Dosage Chart.

Surgical Prep:

Note: The term “Revo” is used for selamectin-based flea control in this document.

- Apply eye ointment/lubricant to keep eyes from drying out.
- Check off subsequent items as completed on Head Sticker. See 📄 Head Sticker Guide.



Work Instruction: CGCR Vet Tech Tasks

- **Earmites:**

Check ears for mites. If present: squirt ear cleaning solution and let ears soak for a minute or two. Use the cotton swabs to gently remove the mite residue being careful not to dig too deeply down ear canal.

Adult TNR with ear mites: once cleaned, apply Ivermectin solution. Dosage for Ivermectin drops is on the bottle. Ear debris should be completely cleaned out before applying Ivermectin.

In-take and small kittens with ear mites: apply Revo at base of ears and neck where cat cannot lick.

For females apply Revo AFTER spay surgery is completed to reduce chance of fleas jumping into open surgical cavity which risks contaminating the spay site during surgery.

- **Fleas:**

If evidence of fleas in TNRs apply Revo at base of ears and neck where cat cannot lick.

ALL cats/kittens for in-take receive Revolution.

In all cases, apply Revolution on females AFTER spay surgery is completed to reduce chance of fleas jumping into open surgery cavity. Males can receive Revo anytime before or after surgery.

- Look over for ticks, injuries, ringworm lesions or other issues. Examine eyes, teeth and gum condition for obvious issues. Check heart beat using stethoscope.

- Administer FVRCP vaccine sub-Q. Standard injection site is at top of right leg.

- **Rabies:** Given to only in-takes over 4 months or over 4 lbs. Adult dose is 1 ml. Fill out Rabies Certificate for Vet to administer and sign. 📄 See posted sample of how certificate is to be filled out.

- **Spays:**

Shave belly from sternum down – belly button needs to be visible. Empty bladder. Note: When using corded electric clippers, keep on floor when not in use to avoid tripping on chord and risk breaking clippers.

Use clean puppy pad on spay board for each spay. Tie cat's legs to spay board.

Remove as much loose hair from shaving as possible. A dry piece of gauze works well for this. Scrub shaved area at least 3 X starting at the center of the area and moving outward. Alternate cleaning with chlorhexidine solution and iodine scrub soaked gauze, then squirt surgery area with isopropyl alcohol.

- **Neuters:** shave or pluck scrotum, clean with chlorhexidine solution. Especially in older males, vigorous scrubbing is usually needed to get all the scum off.

Eartip on TNRs/barn cats

- Wipe end of RIGHT ear with chlorhexidine solution gauze, cut about 1/8" off of tip.
- Cauterize along the cut as quickly as possible to prevent bleeding. OR put gauze with Quick Stop and a clip on end of ear to stop bleeding. Remember to remove clip when bleeding stops and before cat wakes up.
- Rinse scissors in sink and put back into cold sterile jar.



Work Instruction: CGCR Vet Tech Tasks

Intake cats and kittens only:

- **FeLV Test:** See 📄 FIV/FeLV Testing Work Instruction for batch test guidelines. Draw blood using Heparin-wetted syringe. Identify the syringe with cat # to track sample to specific cat. Write number(s) on side of Snap test when running multiple tests.

Note: most testing is done in batches by litter. Run test and record results on clinic log and In-take Chart.
 - **Microchip:** Insert microchip in back of neck. Test chip with reader once inserted to verify. Staple microchip label to cat's In-Take Chart and one sticker on back of Clinic Log.
 - Trim front nails.
- During surgery, clean out carriers and traps of poop and pee, replace with clean paper/puppy pads as needed.

Post surgery:

- Spays: Clean belly with hydrogen peroxide and paper towel or gauze to remove any blood, untie from spay board.
- Neuters: Clean scrotum with hydrogen peroxide and paper towel or gauze to remove any blood.
- Check off that Spay/Neuter is complete on the Head Sticker and place the completed sticker on the Head Sticker Log Sheet.

Recovery:

- Return cat to its carrier or trap ***with head facing towards opening of the carrier and the neck straight***, where can be monitored until showing signs of coming awake. If returning to a cage, make sure there are no objects like food/water bowls or boxes where a cat could lay its head and suffocate.

It is critical that cat's airways remain unobstructed during recovery. If there are multiple cats recovering in a carrier/kennel, make sure one cannot inadvertently suffocate another and monitor.
- If cat seems cold or room is chilly, place a hot water bottle or heating pad in with cat for extra warmth.
- Between cats from different colonies: Wash hands well between cats and clean surfaces with bleach water, Isopropyl alcohol or chlorhexidine.
- In-Takes: Update In-Take Chart with what has been done. Typically blood samples are held and run in batches as soon as there is time so the Clinic Log and In-Take Chart is updated with those results when done.

Used spay instruments:

- Clean used spay instruments and assemble spay pack to run through autoclave. 📄 See Preparing Spay Packs Instructions posted for how to prepare spay packs to run through autoclave.



Work Instruction: CGCR Vet Tech Tasks

C. At End of Clinic:

- Monitor cats as recovering. They should be showing signs of coming out of anesthesia prior to being picked up. If they are awake enough to eat, give some wet food in a “paper boat” to tie them over until pick up.
- As cats get picked up, go over post-care instructions. *Always stress the importance of keeping the cat warm and confined the rest of the day.* Remind about donations if not given before.
- Lead Tech has Vet initial the day’s Clinic Log and then sends photos of the day’s Clinic Log and In-Take Charts/rabies Certs to emails per 📁 Paperwork at End of Clinic Work Instruction. Files paperwork as noted on this Instruction.
- Empty garbage cans and replace bags. Note: We can use the LAC dumpster but we take the bag with surgical remains home to one of our home garbage.
- Put away supplies, refilling as needed: soaps, bleach spray bottles, hydrogen peroxide spray, gauze scrub tubs and alcohol dispenser. Make copies of forms that will be needed for next clinic if needed: Clinic Log, Head Stickers, Head Sticker Log, Trap/Carrier ID sticker...
- Sweep/wipe up spilled litter, urine, feces off tables, counters, floors.
- Unplug electric kettle if used.
- Empty and rinse out trays used to clean spay instruments.
- Prepare spay packs to run at start of next clinic if there are 6 or more packs: bundle into one large pack, put steri-tape on outside. Place in or on top of autoclave. If less than 6 spay packs, stack assembled spay packs on counter to build a bundle at next clinic.
- 📁 See posted Tuttanauer Autoclave Quick Start Job Aide.
Never run autoclave unattended! Autoclave needs to be open to dry at end of the run as instruments can rust if left in closed autoclave for days.
- Turn off heat/AC if no cats are being housed there after clinic.
- If needed, Lead Tech emails updates to others with any special notes about clinic and cat care needs.