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|  | **Number:**  |
| **Prepared By:** Animal Services  | **Effective Date:**  |
| **Original Date:**  |
| **Authorized By:**  | **Next Review Date:**  |
| Wellness Rounds |

**POLICY #**

Wellness Rounds are part of an overall population management plan to minimize an animal’s length of stay and keep the shelter functioning within its humane capacity for care. Rounds focus attention on the physical and mental well-being of the animals in the shelter. The objective is to identify needs, create a plan to address them and assign accountability to implement the plan.

**PURPOSE**

To ensure that each animal is assessed and the standard of care is met for each animal.

**PROCEDURE:**

1. Animal Services performs Wellness Rounds and all animals in the shelter’s custody will be monitored.
2. Shelter will identify a Wellness Rounds Team that may include: Shelter Supervisor, Community Outreach Coordinator, Animal Welfare Specialist, Veterinarian, and/or RVT.
3. Rounds will be conducted at 9:00am at each location, at least three times weekly.
4. Members of the executive staff (Director and Operations Manager) may attend when scheduling allows.
5. A shelter census report which includes the intake date will be run in Chameleon and printed for reference.
6. The Shelter Supervisor provides the leadership for the team each time Wellness Rounds are conducted. In the absence of the Shelter Operations Supervisor, another designee will be assigned to lead.
7. Steps For Wellness Rounds:

A physical walk-through will be conducted by the team.

* 1. Walk-throughs start with the healthy populations first and then move to quarantine/stray hold then into the isolation ward, following all bio-security policies.
	2. Information will be recorded on the census report.
	3. An action list will be created with this information.

For each animal ask the following:

 1. Who are you?

* Is the right animal in the right cage as noted in the location census report?
* Notate animals that are in cages but not listed in the report and those listed on

the report but not in the correct location.

* Does the physical description match?
* Is there an accurate cage card?
* Is there an accurate record in Chameleon?
* What is the status (stray, OS, pending a procedure, available for adoption etc.)?
* What is the length of stay (LOS)?

2. How are you doing?

* Is the animal medically and behaviorally sound?
* Is the animal eating, drinking, urinating and defecating? A monitoring sheet for recording this information can be implemented in cases where there is a concern. (See Daily Monitoring Sheet, SMVT folder, veterinary forms folder).
* Is the animal in pain or discomfort?
* For animals with length of stay over 30 days, is there an appropriate enrichment plan in place?
* Note attitude, temperament, stress level and any day to day changes.

3. What do you need today? What is holding up the animal’s flow through to an outcome?

* Is the stray hold up?
* Does it need altering?
* Does it need medical evaluation/treatment?
* Is the animal responding appropriately to medical treatment?
* Does it need a behavior evaluation?
* Enrichment plan?

• Does a rescue group need to be notified?

* Is the animal responding appropriately to any medical treatment?
* Does the animal need to be moved?
* Any animal with LOS > 45 days must be placed into Case Management and a Case Management plan will be developed. Outcomes must be actively pursued.

H. Generation of Rounds Action List

1. Create an action list using Chameleon.

2. Note what the action is and assign accountability.

3. Most, if not all, actions should be completed in the same day. End of day procedure for the Shelter Supervisor will be to review the action list for completion.

4. No more than two days of action lists should be carried over. If action lists are unable to be completed, this is an indication that staff scheduling, time management, or planning be evaluated.

a. Delays in procedures increase the animal’s length of stay, and lead to increased risk of medical or behavioral compromises that could be detrimental to their final outcome.

b. The rounds team should have the authority to make clear and specific decisions and delegate the action to the appropriate party.

I. Rounds procedures will be handled independently by the rescue organizations following their policies and procedures.

**DEFINITIONS**

N/A

**REFERENCES**

N/A