

Weekly Technical Staff Meeting 2/9/18 –

- Saving in Neo
 - When in typing things into Neo, it is your responsibility to click save when you are done typing to save everything you have worked on. It isn't the doctors responsibility to save what you have done, it is yours. So every time you type something in, just press save to make sure nothing gets deleted. The doctors have also been instructed to save after they have typed
- Drop Off Patients
 - We will now be using a standardized drop off form for all patients being dropped off. You can find this under the "Forms" tab in the patient file. The receptionists will be printing this and cage card labels out anytime a drop off patient is scheduled. Please make sure that this form is filled out completely.
- NSAH Call Backs
 - NSAH Call Backs need to be done DAILY. There have been a few cases where they have not been getting done and the doctors rely on these being done every day. Just a reminder that it is the float/technical assistants job to ensure these get done. If you have any questions about a call back please ask the appropriate doctor.
- Surgery Technicians
 - Surgery doctors will now start showing up at 7:30am to facilitate getting the surgery patients taken care of. Since surgery technicians now come in at 7am, this will help surgeries run a little more efficiently.
- PLEASE PUSH IN YOUR CHAIRS
- Dirty Thermometers
 - PLEASE CLEAN YOUR DIRTY THERMOMETERS! THIS IS GROSS AND WON'T BE ALLOWED TO CONTINUE
- Late Appointments
 - Appointments will now be given the option to drop off, or have their appointment done with no rush. This means that they will not be given priority, and the doctor and technician will get to them when they can.
- Autoclave
 - Make sure that all techs understand how to use new autoclave. We will be getting an estimate on what it would be to fully fix our other autoclave, as the cruciate pack does not fit in our smaller one.
- Next Day Callbacks
 - For healthy patients who were seen for routine things, the float technician will now be in charge of calling these previous day appointments and checking to make sure that patient is doing okay after vaccinations, etc. and that all of the clients questions were answered
- Vaccine Batch Numbers
 - Please make sure that batch numbers on vaccines are changed when every new tray is opened, unless the serial number is the same. I have been spot checking vaccine lots and I have been having to change them.

- Laser
 - When turning off the laser at night, please make sure that it is plugged in too!
- Communication
 - We all need to focus on improving the communication between us in the back. I think we are at a really good place right now, but I think we can get it to be even better! Let's just make sure we are always communicating what we are doing with each other, so we are all always on the same page.
- Accountability
 - Accountability is huge in what we do. We all need to be making sure we hold each other accountable to ensure everything gets done. If you notice something is not being done, or is not being done properly as to the standards of hospital, please immediately bring it to Tina or I's attention so it can be properly dealt with 😊
 - Also, make sure we are keeping Dr. Josh accountable. Check through his lab results and records, and make sure he is making the appropriate notes.
- REVIEW GOOGLE CAST FOR DENTAL AREA
- Make sure we are double checking each others COHATS to ensure all tartar is off teeth
- Overview of everyone's responsibilities:
 - Liam – Lead Technician – Inventory/Controlled Substance Logging/Personnel Issues/Policy Issues
 - Nina – Training and Behavior – Will be starting obedience training
 - Amy – Nutritional Consultant, as well as Pain Management Consultant
 - Stephanie – Dental Consultant, forward all call backs relating to dentals to her, callbacks should be made if client does not immediately schedule COHAT