 COD USAMVBT - R045-F04	University of Life Sciences "King Mihai I" from Timișoara	Issuing body Quality Management Department
	REGULATION ON THE ORGANISATION AND FUNCTIONING OF THE UNIVERSITY VETERINARY CLINICS OF THE FACULTY OF VETERINARY MEDICINE OF TIMISOARA	Issue 2 /Revision 1

## Annex 4

### INSTRUCTION ON THE ORGANISATION OF ACTIVITIES AND DUTIES OF STUDENTS IN CVU

On-call students are required to wear appropriate equipment (clinical suit, clinical shoes, cap, clinical examination gloves), CVU badge and to have stethoscope and thermometer while working in Reception - Triage, Guard, Hospital. Changing from civilian to clinical attire is done only at the CVU cloakroom. Students' personal belongings are stored in the CVU cloakroom. Keeping it locked is the sole responsibility of the students.

Prior to their first internship in the CVU's Reception - Triage, Guard and Hospital services, students are trained in occupational safety and health for the activities carried out during their internship in the University Veterinary Clinics and sign the *COLLECTIVE INSTRUCTION SHEET on occupational safety and health (OSH)*. At the same time, the students are trained in the field of fire prevention and extinguishing and emergency situations and sign the *COLLECTIVE INSTRUCTION SHEET on fire prevention and extinguishing and emergency situations (PSISU)*. Both trainings are carried out by the holder(s) of the internship activity (according to the FMV's Statute of Functions) for the students performing the internship in the CVU. The SSM and PSISU collective training sheets shall be completed in 2 copies: one copy shall be kept with the Dean of the year and one copy with the S.S.M. officer per faculty. The verification of the training activity and the resulting documents is carried out by the SSM and PSI representative of the Faculty of Veterinary Medicine.

In the CVU's Guard-Hospital Services, students of years IV, V or VI are on duty 24 hours a day, all year round.

Students are required to observe the On-Call Schedule.

The students will participate in all the activities of the CVU, according to the assignment made by the veterinarians of the Reception-Triage, Guard and Hospital Services.

#### A. Responsibilities in the Reception, Cleaning and Guard Services

Students will take cases that present to the C.V.U. and request veterinary medical assistance.

For cases coming to the CVU for the first time and for cases with medical problems other than those for which they have been previously registered, the animal owner or applicant for medi-veterinary services will complete and sign the following documents:


- 1. Consent to accept medical/operative procedures**

(Decision NR.34/01.12.2012 - National Council of the College of Veterinary Surgeons);

- 2. Collaboration Agreement.**

Students will complete, on the basis of a clinical examination, a **Preliminary Examination Form**. Cases will be recorded in the **Clinical Activity and Clinical Research Register - Triage** and in the **Electronic Database** in the Reception Service - Triage. The veterinarian in the Reception - Triage Service will collect the preliminary examination and registration fee (triage fee = 20 lei), after which the cases will be referred to the clinic or specialist service (according to the presumptive diagnosis).

**The preliminary examination form** will be completed in full, with a diligent history taking, so as to enable the attending physician/specialist to establish a presumptive diagnosis/final diagnosis.

 COD USAMVBT - R045-F04	<b>University of Life Sciences "King Mihai I" from Timișoara</b>	<b>Issuing body</b> Quality Management Department
	<b>REGULATION</b> <b>ON THE ORGANISATION AND FUNCTIONING OF THE UNIVERSITY</b> <b>VETERINARY CLINICS OF THE FACULTY OF VETERINARY MEDICINE OF</b> <b>TIMISOARA</b>	

A student will accompany the patient and present the **Preliminary Examination Sheet** to the doctor in the specialist clinic, after which, he/she is responsible for the **Preliminary Examination Sheet** to arrive in the Reception - Triage service, where it will be kept.

If the owner refuses the preliminary clinical examination, the students are obliged to accompany the case to the specialist discipline where they draw up the preliminary examination form and then record it in the consultation register.

After each case examined and whenever necessary, students will clean and disinfect the consultation table and the entire workspace.

At the request of specialist doctors, they participate in treatments in the related clinics, only if the doctor on call does not require help.

Together with the on-call doctor, they participate in the treatment of patients arriving on call/emergency. Between 21:30 and 7:30 for emergencies, calls on the support of the doctor on call/specialist.

**The student** is obliged to examine the case and inform the on-call doctor/specialist by telephone about the condition of the animal. On the recommendation of the on-call doctor/specialist, provides first aid until the arrival of the doctor.

### ***B. Duties in the Veterinary Hospital***

Each inpatient case will be thermometerized at least 2x/day, at the request of the doctor on duty, respectively at the recommendation of the specialist doctor. The values will be noted on the **Inpatient Record Sheet**.

Inpatient dogs will be taken out one at a time, in rotation, to perform the required daily movement.

Together with the on-call doctor/specialists, or on their recommendation, they participate in the routine treatment of hospitalized animals.

I follow the clinical and postoperative evolution of admitted cases. Any change in health during the 12-hour on-call period will be noted on the admission record and the on-call doctor/specialist will be notified on arrival. In the event of a death, they will note the time of death on the admission form and notify the doctor on call or specialist doctor.

Notify the on-call doctor about the new deficiencies in the hospital. Participates in the cleaning and disinfection of the hospital premises and maintains the cleanliness of the hospital.

Participates in the collection, transport and storage of feed for animals under the management of the disciplines or interned.

Together with the on-call doctor, they are in charge of managing the animals' corpses until they are taken over by the cremation service provider.

### ***C. Basic rules for the proper functioning of the on-call service***


The shift change takes place between 7:45 - 8:00 and 19:45 -20:00, based on an **On Call Report**, only in the presence of the doctor.

Students coming off duty are required to complete their On-Call Report and hand in their work space clean.

No admissions and discharges are made in the absence of the doctor on duty or without his knowledge.

Animals are fed only at the request of the doctor on duty or the specialist.

They do not allow strangers into the hospital and do not give away keys.

 <p>COD USAMVBT - R045-F04</p>	<p>University of Life Sciences "King Mihai I" from Timișoara</p>	<p><b>Issuing body</b> Quality Management Department</p>
	<p>REGULATION ON THE ORGANISATION AND FUNCTIONING OF THE UNIVERSITY VETERINARY CLINICS OF THE FACULTY OF VETERINARY MEDICINE OF TIMISOARA</p>	<p>Issue 2 /Revision 1</p>

In the absence of the doctor on call/specialist doctor, does not treat emergency cases. Do not allow owners to perform treatment on inpatients without the knowledge of the on-call doctor or specialist.

Meal breaks are taken in rotation, only with the consent of the doctor on duty.

Leaving on-call duty without notifying the on-call doctor and absence from the on-call report will be penalized by on-call recuperation.

Maintaining cleanliness around the on-call service is mandatory.

It is forbidden to bring and keep personal animals or animals other than those on the CVU circuit for the provision of veterinary medical services in the Reception-Service.

Attendance at the Guard Service is by appointment. Student non-attendance at the On-call Service practice is considered an unexcused absence (**A** is noted in the Student Practice Activity Log) and must be made up according to institutional regulations. The only situations in which absences from this type of practice are justified are hospitalisations. For situations where the student is unable to attend the on-call service, the following may be used:

- *Collegial substitution*, whereby the student calls on a colleague to attend on-call duty in his/her place; in this case the student is considered to be absent from on-call duty (noted **a** in the Register of Student Practice Activities) and will be rescheduled to make up the absence;
- *on-call exchange*, whereby the student calls on a colleague to do an on-call exchange; in this situation, both students involved in the exchange are present at the on-call service on the date they perform the on-call service (the exchange is mentioned in the Register of Students' Practice Activities); the on-call exchange can only take place on days or periods when students do not have teaching activities - (weekend days, public holidays, holidays and examination or overdue sessions).