

Discharge Director

The Discharge Director makes sure the cats are returned to the correct caregiver and that each caregiver understands the Surgery Recovery Instructions provided along with a copy of the Rabies Certificate and Discharge Summary. **No rabies vaccination is required for this position.**

Station Alert

- If a caregiver is not present to collect their cat(s) at the time specified on the Caregiver Claim Check, call them to remind them their cat is ready to be discharged into their care.

Discharge Director Instructions

1. **Collect the Caregiver Release Forms and the Caregiver Registration Log** from the [Admissions](#) staff and sort them alphabetically by last name.
2. **Collect the caregiver's copy of each Rabies Certificate / Discharge Summary** from the [Clinic Records](#) staff and sort them alphabetically by last name.
3. **Direct caregivers to line up at the discharge table.** Caregivers are not allowed inside the clinic area unless they are also volunteers who have checked in or the weather is bad.
4. **Ask each caregiver for the Caregiver Claim Check** they were given at the time of admission and locate the matching Rabies Certificate.
5. **Give the Caregiver Claim Check to the [Discharge Transporter](#)** with instructions to retrieve the trap with the matching Cat ID number.
6. **Confirm that the cat listed on the Caregiver Registration Log** matches the cat in the trap to make certain the correct cat is discharged to the caregiver.
 - The Cat ID number on the Rabies Certificate is a match.
 - The Cat ID number on the Trap Tag is a match.
 - The cat's coat color on the Rabies Certificate and the Caregiver Release Form is a match.
7. **Confirm that the cat is recovering well.** Contact the veterinarian, if the cat is excessively sedate, there is blood or other problems.
8. **Give the Rabies Certificate to the caregiver.** Surgery Recovery Instructions are on the back and To Go Home orders, if needed, are stapled to the front.
9. **Point out and review the Surgery Recovery Instructions** on the back of the **Rabies Certificate** stressing the following:
 - Review instructions with the caregiver before the cats are brought up so they are not distracted.
 - Speak slowly and be sure caregivers understand the instructions. Ask them to repeat back important information.
 - Ask for a donation if none was given at Admissions.
 - Remind caregivers that traps borrowed from Operation Catnip must be returned the next week or there will be a daily rental fee assessed.
 - Instructions should be reviewed with all caregivers, even those who have been to the clinic before.
 1. Keep the cats in their traps in a warm and quiet location until morning.
 2. Do not give adult cats any food or water until morning.
 3. Give kittens a small amount of canned food this evening.
 4. In case of an emergency, do not release the cat. Contact the on-call Operation Catnip veterinarian.
 - Review any special instructions provided on the attached To Go Home slips or written on the Rabies Certificate.
 - Call the Clinic Supervisor, if consultation is required.

Station Closing and Cleanup

When the clinic is concluded:

- inventory the remaining supplies and repack the supply kit
- return the kit, station instructions, and any remaining items to storage
- clean the area

- dispose of all trash
- wash all tables
- sweep or vacuum
- mop the floor.