

**FACULTY OF VETERINARY MEDICINΕ**

**DEPARTMENT OF CLINICAL VETERINARY STUDIES**

**CLINIC OF MEDICINE-COMPANION ANIMALS**

**GENERAL RULES FOR THE EXAMINATION ROOMS**

1. Entry without a medical coat is prohibited.
2. Owners are not allowed to enter, unless deemed necessary by the responsible veterinarians.
3. The consumption of food and beverages is prohibited.
4. All hygiene and personal protection rules must be followed.
5. Before and after the examination of an animal, every veterinarian and student must thoroughly wash their hands.
6. In cases of suspected infectious diseases, disposable gloves must be used and discarded in the appropriate waste bins with the red bag after the examination.
7. All members of the clinical staff and students who come in contact with sick animals or handle biological materials must keep their nails short and the jewelry on their hands to a minimum.
8. Touching workbenches, handles, pens, recording forms, and other equipment with dirty hands must be avoided.
9. After the examination, disposable items are discarded in the waste bin, and reusable items (e.g., muzzles, scissors, tongs) are washed with a disinfectant solution. Once dried, they are returned to their proper place.
10. Urban waste from the clinic is discarded in bins with black bags.
11. Waste materials that need to be sterilized are placed in red bags.
12. Waste destined for incineration is placed in yellow bags and discarded in the designated bins.
13. Chemicals, toxic waste, and medicines that need to be removed from the clinic are placed in plastic bags marked with a description of its contents and stored until they are removed in the appropriate collection bin.
14. The handling of needles and other sharp instruments should be done carefully and without haste. After being used, sharp objects are disposed of in the special yellow container without trying to place them back in their covers.
15. Students and clinical staff are not allowed to visit areas outside the clinic while wearing their medical coat, except when completing work in a nearby clinic.
16. The use of a microwave for heating human food is prohibited.
17. Examination tables and workbenches must be cleaned and disinfected after use by the students responsible for the case.
18. In case of injury, accident, or exposure to contamination, the clinic's responsible veterinarian must be notified immediately for assessment and management of the risk exposure. Guidelines for handling such risks are provided in the clinic's operating regulations.
19. In case of a fire, the area must be immediately evacuated using the emergency exits, and the responsible veterinarian for the case must be promptly informed to follow the procedures outlined in the clinic's operating regulations.
20. In case of an earthquake, once seismic activity stops, the clinic should be evacuated through the emergency exits, and everyone should gather in the courtyard near the parking entrance, away from buildings. Clinic staff should then follow the safety guidelines outlined in the clinic's operating regulations.
21. Every new member of the clinic staff is required to be informed of the clinic's operating regulations. Any changes to the operating regulations will be updated and communicated to the staff.

**Additional Safety information**

* **First aid:** In cases of minor injuries there is a pharmacy in the Clinic.
* **Medical assistance is provided at General Hospital of Karditsa (Emergency Care Unit). Telephone: 2441351520 / ΕΚΑΒ (National Service of Emergency Care) Telephone: 166.**
* **In case of fire. A Dry powder extinguisher exists on the room / Fire Service Telephone: 199.**

**Keep the Clinic/Laboaratory areas and equipment always clean.**