

The Role of the Dog Overseer



Purpose

At any given time, there is always one person who is designated 'the dog overseer' on the farm. This is arguably the most critical of all the assigned roles and it sometimes goes hand in hand with being the training manager, depending on the time of year.

We select from within the group of guides, the person who seems to be the most suitable for / interested in, this role and then give them specific training in how to take on this management task. If we have vets, doctors, or veterinary nurses here - or students of these professions – we generally presume that they will want this role. Others may have no previous experience in such things but just show willingness or aptitude.

Through this role, you will have the opportunity to get good, detailed, hands on experience of caring for a large group of dogs. You also have the opportunity to care for the injured dogs, to gain experience maintaining – and maybe designing - computerized medical records, giving medications, injections, changing bandages, flushing etc. There is also the possibility of going to the local vets with Anna and gaining hands on experience during operations (either with our own dogs or dogs belonging to other locals, when the operation is more complicated and the vet needs a hand).

Overview

The Dog Overseer at Hetta is an important and wide reaching role. It can have a direct impact on a dog's health (i.e. how well a dog's wound heals) and the Hetta Huskies business (i.e. that the dogs are being fed the correct amounts, are in good health, are not having unplanned pups, and are ready to run in season).

Communicating back specific issues to Anna and the Lead Guide is vitally important. For example, Anna needs to know what medical stock is running low so that she can reorder it before it runs out. She also needs to have confidence that injured dogs are being treated correctly; in particular, that someone (you!) is 'taking charge' of the medication being given, that you are checking the 'take off' dates and eventually making appropriate judgements as to medication timelines.

It is your role to follow up with the other volunteers / guides throughout the day to ensure that the medical treatment plan is being followed for each individual dog. Whilst it is always easier / safer to just do all of the medications yourself, there may be other guides who are interested and, anyway, you will have days off / days on the other farm. Hence, you need to manage the group to ensure that it becomes second nature for everyone to follow your systems and, importantly, to tick off on the sheet, the fact that the dogs have received their treatments.

The Dog Overseer will undertake set duties each week, such as heat checks, stock checks and weekly in-depth dog checks. These are difficult things to allocate to other non-trained guides since we need to build up a consistent picture re the changes that are happening with each individual dog. Hence, it is wise to own these projects yourself although many of them can be carried out more efficiently if you grab someone else to help you (and the other guides will like this involvement). You are then responsible for maintaining and distributing the spreadsheets that the information is captured upon.

It is important to note that the Dog Overseer has to be a good communicator. The findings of your duties have to be delegated to other volunteers and specific findings have to be relayed to Anna, the daily Project Manager (if something needs to be effected, immediately), and the Lead Guide. Actions have to be taken upon what you discover on Heat and Weekly Dog Checks – for instance, dogs will have to be moved around the farm to new locations at times, and then you will need to also think through the inter-relationships between the dogs and make sure that the new locations will not cause fights.

Weekly Dog Checks impact upon the amount of food dogs will be given. Heat checks will impact upon where dogs are positioned on the farm. Essentially, by being the Dog Overseer at Hetta Huskies, you are gaining an insight into each dog's medical condition and then portraying this information to the rest of the group and 'in-turn' treating the dogs in need of treatment, via medication or a change in food amounts.

Summary of Tasks:

1. **Complete Weekly In-Depth Dog Checks**
2. **Carry out the Heat Check three times a week**
3. **Keep on top of the need for pregnancy checks based on timings of escapes etc and ensure that unwanted pregnancies are caught in good time.**
4. **Take overall responsibility for the health and well-being of any pups in terms of their training and nutritional needs**
5. **Update, accurately, the dog medical book so that there is a physical record that any guide / vet can access, easily, about the dogs' health**

6. Update all of the computerised record keeping systems so that there is a long-term record of all medical issues (Dog Overview, Weekly Medical Chart, Watch List, Heat Chart)
7. Update Feeding Chart and Weekly Food Quantities Spreadsheet
8. Complete medical stock checks and organise for medications to be re-ordered in a timely fashion
9. As and when needed, create and update Dog Kitchen Treatment/Injury Notices for individual dogs
10. Keep on top of long-term medical timelines like vaccination needs, de-worming etc and plan, with Anna, that these take place at appropriate times
11. Keep detailed notes on the back of vet visits and update all individual dog records accordingly.
12. Drive maintenance tasks in the farm area that have a direct impact on the health and well-being of the dogs (cage, kennel and chain fixing, sand-work etc)

Remember: The following are tasks that you will complete on your own once you have been trained and are confident. It's important to note that if you are in doubt over any of the tasks that you are undertaking check with Anna, the Lead Guide or the Project Manager of the day as soon as possible. It is vitally important that an injured dog is given the correct treatment at the correct times. Likewise, it is vitally important that a female dog in heat is situated appropriately on the farm, away from male dogs.

Background Basics that you need to know

The dog book is located in the hall of the Farm House and in the cabin, at Valimaa.

The majority of the medicines are kept in the dog kitchen in Valimaa and in the farmhouse extension at Hetta Huskies.

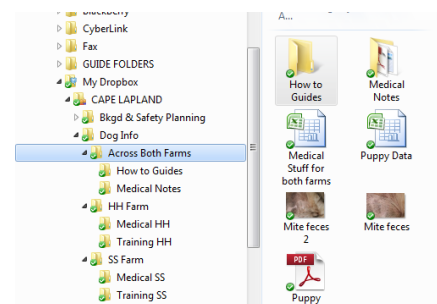
The dog shaving tool is also kept in the farm house in Hetta, on the same shelf, in the hallway, as the dog book (since we tend to shave in the farmhouse kitchen).

On the dropbox, the folder of most relevance to you within 'CAPE LAPLAND' is the 'Dog Info' folder.

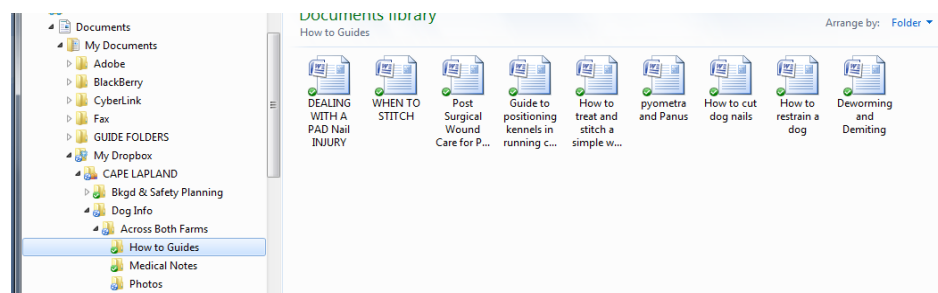
This is divided into three sub-folders: Across both farms, HH Farm and SS Farm.

Within the Across Both Farms folder, the most important file is one that is called 'medical stuff for both farms'. This contains all of the proforma documents for the individual treatment charts, the dog check overview forms etc as well as a master list of all of the medications that are used on either farm and the stock-check worksheet.

NB: Everytime a new medication is introduced for any dog on either farm, check that it is in the master sheet and if not, add the information about it into the relevant categories in both the medication sheet and the stock-check sheet. Pay attention to the brand name vs the name of the active ingredient and make sure that you annotate the strength appropriately.

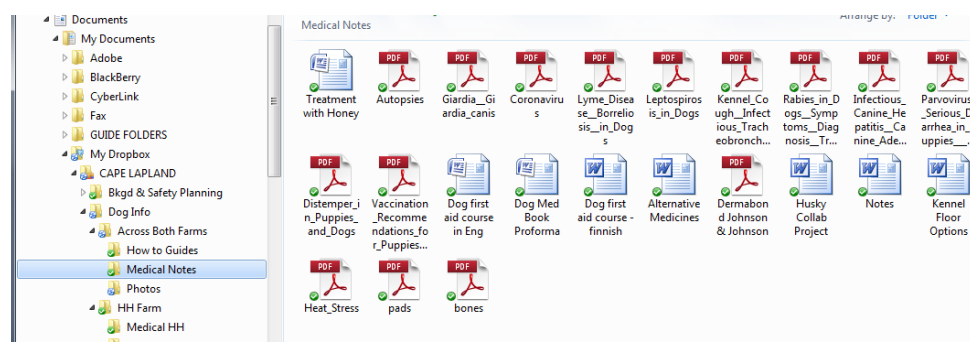


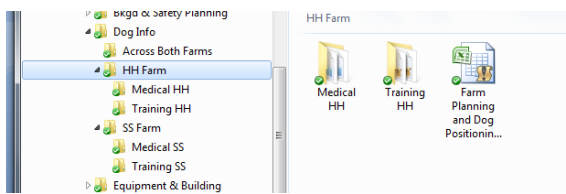
Data about the growth of pups on both farms is also centralised here and fed into an overview puppy growth curve. If you are worried about the growth and development of one of your pups, you can compare it to this home-made chart to monitor its progress.



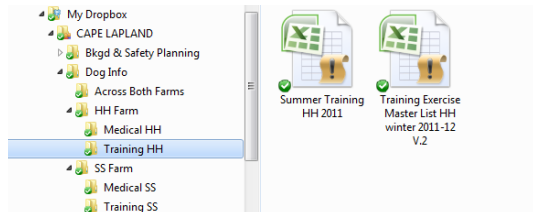
The dog-related 'how to' guides (eg on footcare, stitching, vaccinations etc) and medical notes that are shown here, however, are normally only kept in the external.

Print outs of the completed guides should be in the red dog folder. Otherwise, if you want to access any of them, you will need to ask Anna to put them in the dropbox for you to read.

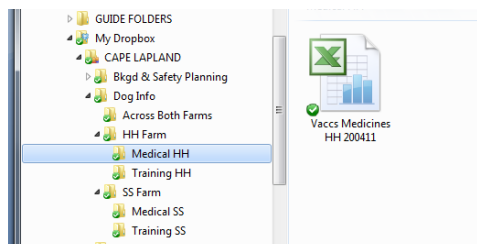




Each farm then has two sub-folders; one for medical related files and one for training-related files. Outside of both of these is a file called farm & dog positioning, which is where you will find the weekly food charts, current dog positions and information about the lengths of the chains, the distances between the chains, where the larger vs smaller kennels and all of that kind of information is centralised for each farm.



There is a winter training file and a 'non-snow' / individual dog training version. The winter file contains many hidden columns, so please do not mess with these columns or try to resort or re-rank if this is not within your ownership area.



1 Weekly In-Depth Dog Checks

Target Time – 3 to 3.5 hours for 2 people in the summer months, 2 hours in the winter, when you can look at many of the dogs relatively quickly, when many of them are easily accessible, waiting in the lines.

An additional 30 minutes should be held in reserve to undertake any dog movements on the farm, after consulting Anna or an experienced volunteer guide on your findings and conclusions.

The weekly dog check will improve your confidence around dogs, as you will approach the very shy dogs as well as the more friendly ones!

Until you know the dogs well do not re-sort dogs on your own judgment. You will in time learn to become aware of bad and good combinations of dogs within each cage and adjoining cages but some dogs will surprise you (eg Sanna, so timid and nice with humans, is a trouble instigator when next to many other dogs). Anna and other experience guides know the suitable combinations.

For the weekly in depth dog check you will (with another person to begin with) look in detail at each dog on the farm and check for anything amiss with them and within the area in which they live. Essentially, you are undertaking a comprehensive check of each dog, including another heat check of all the female dogs on the farm. Based on your findings, you will then update the Weekly Medical chart spreadsheet, the Medical Book, the Feeding and Positioning spreadsheet, and the individual dog medication charts. You are likely to have to devise a new 'weekly norm' for feeding quantities, to juggle some quantities for specific dogs and to add or remove some of the medication needs noted from the previous week.

As you progress through the dogs, you will compare your results with previous results, paying particular attention to dogs that were noted to have problems or issues on the previous week.

Take with you a clipboard, paper, a print out of the latest Heat spreadsheet, a print-out of the latest Weekly Medical Chart, a printout of the pressure sore list, and 2 pens (in case one runs out!) / a pencil in the winter season.

Take also your pre-prepared A4 checklist as to what you will be assessing for each dog.

(Make sure that you keep a number of copies of this handy, in the dog medical folder so that you do not have to constantly print out new ones, pre each assessment).

If you know you have time or three people, it is wise to also have a pair of pliers, a couple of spare D-rings and large BGBs, a hammer (for hammering back in quick nail issues in cages or kennel roofs), nail-clippers and a collar of each colour, with you.

Standard procedure

You need to be aware to cover the following checks with the dogs themselves (your A4 print-out will help you to remember them).

- a. Collars & Collar Sores
- b. Fleas/Tick **residue**
- c. Fly attack injuries
- d. Nails
- e. Dew Claws
- f. Pressure Sores
- g. Hair health / hot spots / bald areas other than pressure sores etc
- h. Molting
- i. Fat
- j. Skinny
- k. Heat Check / Genital Check
- l. Teeth
- m. Eye cloudiness – (checking particularly for signs of Panus in Bono's gene line)
- n. Poop and bottom (normal size / swollen / lumps?)
- o. Injuries
- p. Check pulse (found over heart or in groove in inner thigh)*Check table below for more information
- q. Lightly squeeze windpipe to check for a cough.
- r. Eating problems?
- s. Dog living space check
- t. Other, eg missing name sign (that you cannot immediately find), stiff limbs, limps etc

Sled Dog Vital Signs
Resting Heart Rate: 60 to 100 bpm (beats per minute) at rest; over 100 after ½ hour rest indicates pain, dehydration, severe fatigue or illness. Over 140 requires veterinary exam.
Working Heart Rate: 100 to 300 bpm while working. Note: Over 280 bpm may be too fast for older dogs.
Respiration: 10 to 30 breaths per minute at rest (unless panting)
Temperature (taken rectally): At rest, 38 to 39.2 degrees Fahrenheit; Over 103 degrees indicates illness While working, up to 104.5 F

As you approach each dog in the right manner (low and calm), check the living area. Small or immediately necessary adjustments should be made as you go. Others can be noted for later and put into the weekly follow-up chart – but you need to make 100% sure that these actions are taken prior to the following dog check. Each weekly task list is kept, so you will see the weeks where you have succeeded in getting every task completed or not.

Put the dog in between your legs so that you are looking onto the dogs head from above and have the dog standing up in between your thighs.

Work with your partner in the most efficient way possible given your relative skill sets so as to check for and record notes on:

a. Collars and Collar Sores.

Rotate the collar to check it is not too tight or too loose. Adjust if needed. Ideally you want to be able to just put two fingers between the collar and the dog's neck but not much more. You also want to be able to move the fur, so that the collar sits in a new position, at least for a while, since that will minimize the chance of collar sores developing. NB: Do NOT forget the pups with this, since they grow out of their puppy collars and into larger collars quickly. There is a big danger of the collars growing into their necks if unattended.

If sore/hairless area is found, note the position of the sore and how bad it looks. The problem can be prioritized and checked upon / betadined / creamed in the future (if you choose to cream necks, the cream layer must be EXTREMELY thinly applied and really well worked in so that there is no chance of hair becoming enmeshed in it, since that will just cause additional rubbing / friction / sores.

Check too that each dog has the appropriate colour of collar and note if you

b. flea/tick residue in the leg pits and inner thighs as well as the eyes, ears and elbows.

The mites are generally yellowy/orange in colour but can be almost impossible to see. Their residue, however, which tends to be either black or yellow, is much more clearly visible - albeit hard, sometimes, to distinguish from dirt. Make sure that the more experienced person is checking the belly and that the less experienced person is **holding the dog up for inspection** in this instance. If any given dog is fighting the tummy inspection, it isn't the end of the world unless you know that you have mites spreading on the farm, in which case you need to check each dog rigorously. Generally, however, so

long as you are capturing most of the dogs, you will quickly spot if a mite etc infestation is spreading. Those dogs resisting can just have their tummies tickled to help them calm down when approached in this manner in the future.
What mite residue looks like:

NB: if more than 10 dogs are showing residue, you have messed up badly. We need to catch this at the very first sight in the first dog and bring the dog to the house to show Anna if unsure). If you can literally see the mites / fleas, you have really really messed up!



c. Fly attack injuries

This check is primarily necessary in July and August. As with humans, some dogs are simply more attractive to flies than others, and some dogs are also more allergic to stings and bites from flies than others. We generally get a) a mosquito season and then b) a midge season although they can sometimes come more or less at the same time.

We have a list of the dogs that have suffered, particularly, in the past, from the flies and we always assume that the youngsters entering their first summers are going to have a rough time of it. Hence, we tend to give all of these a spot-on treatment (either a permethrin based spot-on treatment, or baypanthan or stronghold) just before the onset of the flies (it is always a difficult thing to time) to try to give them some sort of resistance. Depending on how good the active ingredient, this should give the more susceptible dogs some level of protection for about a month. Animec / virbemec doesn't have such a long-lasting effect, but we still give a full-farm medication around this time too.

Check particularly around the edges of the ears, the arm pits and the eyes for scabs following bite attacks. Dogs that are having a severe allergic reaction will be obvious and these should ideally be taken inside for a day or so to give them a chance to recover and to prevent the raw patches from attracting further attacks.

Various human antihistamines can be given, including clarityn, piriton, Benadryl and diphen. Piriton and benadryl are the most commonly used.

Once the midges get going, then dogs should be brushed down, with hands, before being brought into the houses or literally 10s to 100s of insects will fall off them, once indoors.

d. Paws, pads & Nail length

Move your hands down the dog's legs looking for any bumps or anything out of the ordinary to the paws. If you find any lumps or bumps (eg from an allergic reaction to the flies, then make a note of such findings). Look at the pads on the dog's paws and look for sore inflamed areas, cuts and broken or internally bleeding nails. Working your fingers through the pads gets the dogs used to this motion for when we need to put cream in-between their paws when running in winter.

Similarly, lifting their front paws up towards you when you are facing the back of the dog and lifting the back paws up, simulates the motion we need to make when putting dog booties on and off and they need to become used to this.

Note on your list if the nails are too long. If it is just one or two nails, deal with it immediately if you have time. You will be shown how to trim nails with the nail clipper. It is a task best undertaken with 2 people, 1 to hold the dog still and the other to cut the nails. Some young dogs may need even more people in order to keep the dog calm and dogs like Bernie have had traumatic experiences in the past and therefore you need to be super careful that they don't get cut too short.

Always start your nail cutting career with the pink-nailed dogs and only progress to the more difficult black-nailed dogs when you have gained confidence. Don't lack so much confidence, however, that they don't get done at all or this will be worse for the dog (makes them susceptible to shoulder joint pain etc) than you clipping their nails slightly too short!

TIP: If you are planning a big nail-cutting session, one day, take a container filled with cornflour / instant mash powder with you. This works as well, as a congealing agent, as many styptic sticks / hemostatic pencils which tend to contain silver

nitrate and are designed to promote hemostasis (stop bleeding). These antihemorrhagic agents work by contracting tissues to seal injured blood vessels, by inhibiting fibrinolysis, promoting coagulation, causing vasoconstriction or promoting platelet aggregation and often contain astringents. Potato powder simply coagulates the blood and you can dip the entire affected paw into the pot quite simply. Dogs rarely object to this as much as they sometimes do to the styptic pencil which needs to be held to the nail and gently rotated until bleeding stops. Even without treatment, the nail should stop bleeding in 5 minutes or less. If it needs to be bandaged, then something pretty wrong has happened and we would need to consider treating with pain killers and antibiotics.

Make sure that younger dogs, particularly pups, have the nail scissors always simulating a cut even when not needed, so that they do not become scared of this. **ONLY HAVE EXPERIENCED PEOPLE CUT PUPPY NAILS** or we will be fighting the dog for life if you get it wrong!

See the separate document on 'how to cut dog nails'

e. Dew claws

Dew claws are also referenced in the 'how to cut dog nails' guide. Some of the dogs on our farm are particularly susceptible to the dew claws growing so quickly that they can bend back into the skin. This is particularly true of Ruuti and Tiinu who both have black dew claws which scare some people too much to try trimming them. Don't let them get out of control since that will be more painful for the dogs than nipping them a little bit short.

f. Pressure sores

Pressure sores tend to be more common in summer if we are feeding less meat. However, they are harder to deal with in the winter. You will have to use your own judgement as to whether a thin layer of sudocream / bepanthan or bedadine or vetramil is most appropriate. If the wound is open and bleeding, then maybe put vetramil. If hard and scabby, maybe the cream, and if just a little bit weepy, probably the betadine to dry it out and provide antiseptic properties. Think about your own wounds and check your judgements against someone more experienced for a while.

NB: Do NOT put vetramil or the creams in tubs in your pockets since if the tubs break or leak and you are wearing waterproofs, you will ruin them. If the bottom of a tub cracks (particularly in winter), try duct taping it and then keeping the whole tub in a zip lock bag.

g. Hair health / hot spots / bald areas other than pressure sores etc

NB: We have a variety of creams and sprays for various types of pressure sores, hot spots etc so if you are in doubt about some of them, ask. If you need hot spot foam for Valimaa farm, and we have it, however, don't simply take it there. The accounting, with Santa Safaris, is too difficult to charge them for something that small but we can always eg send a batch of products over and fill up our gas canisters in exchange. However, I must know, so that I can make sure that it is balancing fairly in both ways.

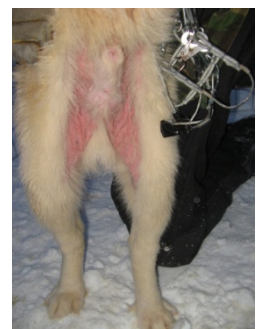
We get a lot of rashes, hot spots and skin issues out at the Valimaa farm, in part because of the general health and interbreeding within the dogs and in part because of the relatively poor quality of kennels, cages, general living conditions etc. Some dogs have a history of problems (Ina, Kiri Kiri etc) and so, if you see something like the belly on Kiri Kiri, it might be something that has been dealt with successfully in the past, so you can look up previous treatment plans to see what might work.

h. Moulting

Moulting is natural. However, hair loss can also indicate an underlying condition like a thyroid imbalance. Hence, always check that hair loss is coming away in a natural manner and that huge fur-less patches are not being left behind underneath because if this is the case, the dog may need to be put into isolation in case it is a contagious condition.

We sit with the dogs and collect the healthy hair for three reasons: a) it gives us and the dogs more used to being handled, b) it provides us with fur that can be sent away and mixed with sheep wool prior to being turned into balls of wool with which we can then knit some tourist-focused souvenir products and c) it is generally healthier for the dogs – they molt for a reason, eg to not be so hot in summer.

When you are plucking, be careful not to 'tug' the hair out of the dog. When the hair is ready to come, it will come away very easily. You can just specify people (or make sure that you do it yourself) to go around and spend either c. 10 mins a day on assigned dogs, at the same time as watering or pooping, or to go around for a slightly longer time, once or twice a week.



Make sure that you keep the hair in the food store room in good condition. It should be stored in cardboard boxes, not in bags (since it won't be able to breathe in plastic bags). Only put healthy hair in and try to make sure that your pockets (if collecting straight into army jackets) weren't also full of other rubbish, twigs etc. In general, it is best to plan ahead and to have a plastic bag with you.

Remind those collecting fur, that shy dogs are likely to look like they are giving in to being plucked and then to make one dash for freedom so be ready to stop the dash or, at least, to make sure that they are not sitting in such a position that the chain bar can hit them or that they can become entangled in the chain itself. NB: Whenever a dog makes a dash for freedom, it must be taken back under control and only allowed to 'escape' under your command.

- i. Check the weight of the dog: Fatness and
- j. Thinness

A good judgment on a dog's weight will come in time. Don't be hard on yourself if you are still needing to check your judgements (or getting them critiqued) after a month since the dogs are all different, as are their standard weights. You must look at the dog's natural shape and start by thinking to yourself whether it is a naturally lean or chubby dog. Some dogs are naturally lean i.e Much and Bernie and some are naturally more chubby (eg castrated males, c. half of the girls). Some dogs, eg, Bernie, Jupi, have a tendency to lose weight fast, so checking their weights regularly is very important.

Next, look at how much fur it has, since that will also affect your judgment. You need to beware of assuming that the furrier dogs are chubby since they may be skinny underneath their hair.

With the dog standing, run your hand along its spine, ribs, hips and buttocks just to give you an indication as to whether their bones are sticking out more or less than normal for each of them. Often if the hips are pronounced this is a sign that the dog is too skinny but with some dogs you will always feel the hip bones, no matter how chubby they are so there is an element of judgement involved. Weight gain and weight loss can also be felt along the buttocks.

Think of these dogs as athletes rather than house dogs. If you think that they are at a good weight and you have your own housedog, then we would probably think that they are slightly too heavy. They should be lean since that will put the least stress on their frame during training.

Note down the dogs that are fat and skinny in the relevant columns. You will need this data to calculate a weekly food norm that will work for the maximum number of dogs (thereby minimizing exceptions from the norm) for the following week. If it looks like > 80% of the dogs, for instance, need an extra meatball each night, then the overall mean standard will increase. If it is only a few of them, then they will become the exceptions from the standard norm.

Most dogs can maintain their weight with a similar amount of food but some are always exceptions to the rule and need extra food (Chocolate and Jani are the key exceptions) and then there are 'early indicator' dogs who will give you a quick insight into the fact that there is an in-balance between the food input and effort output for that time of year since these are the ones that get fatter and thinner most easily. The aim is to always maintain a stable weight and, since it can take about a week for you to notice the affect of more or less food, this is why this is a constant juggling act.

Once back at the farmhouse, you will amend the dog positioning spreadsheet that also doubles as the feeding plan and then communicate your findings to Anna and the volunteers either during that evening's briefing or over lunch the following day. The new weekly feeding chart should ideally be in operation by feeding time on the day following the dog check.

The volunteers will also be able to check the feeding plan since you will have this up in the kitchen, the dog kitchen and on the back of the farm notice-board sign (although you really need to drive home that this isn't the sign that they should be working off – it is just there as an emergency back-up).

NB: With females in particular, if any of them is starting to look fat, don't just cut their food (since, if there IS a pregnancy in place, and particularly if it is too late to abort, this will severely compromise the development of the pups). Rather, investigate the cause of the fatness based around an assumption re a potential pregnancy. It is really important that you lift them up, facing outwards, and that your partner double checks that their tummy is not starting to bulge and that the nipples are not changing shape, since this would be the first indication of pregnancy that we would get, visually. NB: At the point at which you are 'not sure' about pregnancy, we are almost too late to do anything about it. Hence, if in any doubt at all, immediately check when their previous cycle was, how pregnant that they might be and whether we have time, then, to monitor further tummy growth with a physical tape measure or whether we need to take them straight to the vet for a check.

k. Heat Check / Genital Check

Heat checks take place through the year, two to three times a week so as to avoid pregnancy. Genital checks are also needed through the year but particularly in the summer fly months and in the super cold Spring months since the genitals can get eaten badly in the former and suffer from frostbite (as can female nipples) in the latter.

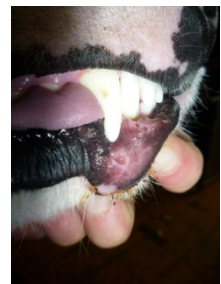
A more detailed explanation as to how to carry out a Heat Check is detailed below. Remember, that much as you may or not like this aspect of dog checks, it is critical. Puppies are extremely expensive and extremely time consuming so we really do NOT want unplanned pups. Hence, you will need to build up a fairly good awareness as to how the various vaginas look, over time (eg Madonna's is generally fatter and juicier than Malla's).

When you are unsure about whether or not a particular dog is in heat, you can introduce her (in a supervised manner) to males to see their reactions since that will tell you a lot more. It is definitely best to go this extra mile and ideally have as few 'pink question marks' on the heat chart as possible. If a dog has been on a yellow question mark and then you are tempted to put down a 'pink question mark', stop and investigate further. We do not want to miss heat cycles completely if we can prevent this in any way.

Make sure that all pups get used to these genital checks right from day 1, even if there is no way that they can be in heat.

l. Teeth

It is important to watch for signs of decay, bleeding in the mouth or gums and worn teeth. The development of the teeth in pups in particular, to see that the jaws are aligned correctly. In Valimaa there is a history of jaw misalignment which has resulted in needing to file down one tooth to prevent abscess onset, so this is again something that we need to pay particular attention to at this farm. In the photo on the right, the canine has gone into the gum and even if we tried to stitch the gum and leave a drainhole, it is likely that the abscess would simply reform.



We probably wouldn't de-scale teeth unless it was particularly vital with any of our dogs (it is something that we do tend to do when the dog is under anesthetic at the vets, however). However, it is worth noticing broken teeth (who has two of her front teeth broken on our farm – see if you can spot it in your next check) since painful teeth might be what is contributing to a dog being a fussy eater / under the weather, etc.

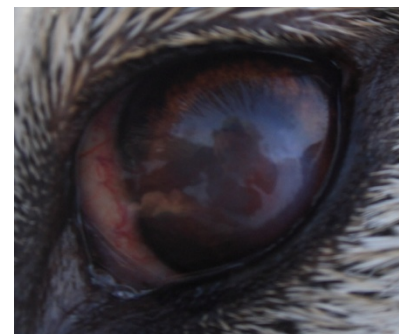
Dogs that chew their bowls a lot (Monty, Ruuti etc) are particularly susceptible to having their teeth worn down early and potentially compromising their longevity if they were to get to a stage that they couldn't eat.

m. Eye cloudiness – (checking particularly for signs of Panus in Bono's gene line)

When looking at eyes, pay attention to things like conjunctivitis (relatively easily treated), any yellowing etc since many diseases show themselves through the eyes.

On the Hetta Huskies farm, Bono suffers from an eye disease called Panus which manifests itself as a cloudiness that spreads across the front of the eye (see the photo of his eye on the right).

Unfortunately, this is a genetic trait and hence, all of his pups with Sanna – ie Nanu, Pilgrim, Nomad, Diva, Bruiser, Tengri and Bino and all of Tengri's pups with Grumpy – the O pups – and all of Madonna and Princess's pups (Yoda, Suka, Cherry, Mallik etc since they are his sisters). NB: Try to look at the eye directly and from the side since it is sometimes hard to spot at first on-set.



Bono's treatment is a cancer drug that will essentially kill your healthy cells if you get it on your hands. Hence, always work with two people to ensure that you do not miss-drop this extremely costly and poisonous treatment either on you or him. The bottle costs c. €40. Let us know when we are running low so that we can re-order at an appropriate time. Lack of treatment would result in eventual blindness, as per the second image here. There is a separate guide on this in the dog overseer file, 'across both farms'.



n. Poop and bottom

You will quickly build up a good picture of where dogs like to poop in their own areas and of how solid a poop needs to be, to be considered normal. If you see one or two dogs with loose stools, then you could give **them 1 or 2** carrot stick pieces (NB: NOT 1 or 2 scoops, or they will be blocked up forever!) in their evening food. If you see a trend starting, let Anna know, since there may be some problem with the food / something going around the dogs that we should be aware of.



Likewise Ted, (the skeleton), died from anal fissures. Hence, checking to see that the tissue around the poop hole is 'normal' looking (for that dog) is important. If there are swellings or lumps developing, these probably need to be checked out ASAP.

The lump shown here is from Ina, a Valimaa dog.

o. Eating Problems?

You won't be able to see how well a dog is eating, during dog check, but you should drive, through the week, conversation at lunchtime about the previous evening's feed and push people to take note of dogs that are eating less than usual etc. Some dogs prefer food dry, some mushed, etc and, although we don't really want to pander to the specific preferences of too many dogs, we will do it in some cases if it makes a difference as to how well the dog will eat.

Lack of appetite can indicate a lot of things – even something simple like a broken tooth. Excessive thirst can also indicate conditions such as pyometra in females (there is a separate guide on this in the dog overseer file, 'across both farms').

p. Injuries

The most common injuries that will be encountered at Hetta are bite injuries. At Valimaa, injuries caused by the state of cages and kennels are also common. Each site has stitching equipment and stapling equipment. However do not do this yourself. Always consult Anna with both stitching, stapling, and starting or finishing any medications.



At the Hetta farm, any signs of injuries, limping etc, are always dealt with at the house and the dogs live, then, in the sick-dog area until ready to return to the farm since that makes observation and after-care simpler.

At present, we also deal with after care from injuries slightly differently, depending on which farm the dog has been in, because of the lack of flowing water (for wound flushing and hand cleaning) and the general lack of sanitation at the Valimaa farm.

NB: Unless the injury is something that you believe needs to go to the vet (in which case, the dog should come up to the house immediately, since the sooner in the day that we call the vet, the more likely it is that she will be able to fit the dog in), then it can wait until the end of the dog check for the dog to be taken up to the house.



q. Dog living space check

Check that chains, kennels and cage area are in good condition and adjust anything that could immediately affect dog health. The main dog living space check is on Monday and the dog overseer must ensure this is delegated to someone else. Information about this can be found on the how to check kennels, cages and chains document.

t. Other, eg missing name sign (that you cannot immediately find), stiff limbs, limps etc

Do a final last-minute all over check for any other problems that you might have missed. Watch the dog walk at least one circle with you standing back and simply observing to ensure that there is no limp or general stiffness in movement. In fly season in particular, run your hands over the outer edges of the ears to see if they are crusty from scabs and ditto with

elbows, tummy etc, since these, plus the eye areas, are what attract the flies most. Check the face and body for any wounds, cuts and scratches. If found, communicate the problem upwards / take the dog to the farm house immediately if needed (see note re vet timeline, in the injury section).

Check for bumps and abscesses like the one in the picture. These often form when wounds have closed over on the surface before being completely healed, below. These may need to be drained, but how and whether we choose to do this will depend on the size and location of the problem, so it is worth taking dogs with bumps up to the house to be checked and for the area to be sterilized, prior to any procedure.

You may notice that a dog in the cages is missing a collar. Note this down and look in the cage for the collar or collar remains! The dog may have simply slipped it (like Cloud does) or chewed it. Replace the collar and mention to Anna / etc. as necessary. You may notice that ground roots need removing with the ground axe. Look at the dog from a distance as well. Is the dog limping? Is the dog stiff? Note anything out of the ordinary.

If dog name signs are missing or in the wrong place in the cages, move them around immediately. If they are on the wrong kennels in the running circle area, find out if it is a permanent dog move and move if need be.

NB: The in-depth dog check is a good opportunity to get to know the dogs more, you will learn a lot about each dog. At first it may seem overwhelming and time consuming, but, it's very important!

Once complete, head back to the farmhouse area to **check the dogs in the sick dog area**. It is worth keeping these guys for last since you know that they all have issues

Once done, you are ready to head inside to update the medical book and the computerized records and to print out updated record sheets that need to be put up at various places around the farm. Talk through your findings and particularly any queries or anomalies with Anna / .

Overview: What to include in the weekly dog check!

1. **Physical check:** Take the print-outs of the pre-prepared A4 checklist, the latest Heat spreadsheet, Positioning and Feeding Plan, Weekly Medical Chart and Pressure Sore Chart, a clipboard, a pencil, Zinc cream, a nail-clipper and potato powder with you. Check every dog while being especially aware of the points written down on your checklist.
2. **Change signs and re-sort dogs:** According to your conclusions after checking the bitches for heat and every dog for collar sore, make sure that signs (red for heat, blue for collar sore) under the names point out or everyone what you found out. Make sure that no cages with bitches in heat are behind a travel chain. Communicate with Anna or a Lead Guide before swapping dogs to a new spot.
3. **Upload the Heat files:**
Hetta: As on Wednesday and Friday, write down your conclusions about the bitches' heat cycles in "Vaccs Medicines HH" (Heat '12), "HH Feeding & Positioning 2012" and "HH 2012-13 Winter Master" (Training Data). Print the ready "Heat '12" file out and put it on the ridge in the arm kitchen. Communicate with Anna about the bitches in heat and any strange heat cycles.
Valimaa: As on Wednesday and Friday, write down your conclusions about the bitches' heat cycles in "Vaccs Medicines SS" (Heat '10 & '11 & '12), "Farm Planning and Dog Positioning SS" and "SS 2012-13 Winter Training Master" (Training Data). Remember to also update the heat status of females onto the feeding chart. Print the ready "Heat '10 & '11 & '12" file out and attach to the curtain rod above the desk in the main cabin. Also update "Vaccs Medicines SS" (Ball & Nipple check) with those conclusions, print the file and attach to the board above the sink in the dog kitchen.
4. **Upload the "Vaccs Medicines HH" (or "Vaccs Medicines SS" if in Valimaa) spreadsheet:** Most of the information written down on your checklist will go into the files of this spreadsheet. The "Dog Overview" includes and injuries needing treatment, such as eye cloudiness, injuries, frostbite, etc. Upload the "Weekly Medical Chart" including current medications, pressure sores and treatments, molting, nail clippings, collar sores, and other seasonal ailments (mite residue, fly-bit ears, etc). Update the "Watch List" with any ongoing issue that needs monitoring (lumps, teeth issues, skin irritations, swellings, etc): any lump or bump should include a estimated measurement and description of size, shape, and hardness, so that it can be monitored for growth or a change in shape, size, or feel. Print out these three files and put it on the board in the extension in Hetta, and in the dog kitchen in Valimaa. Communicate with the group about the key injuries to monitor and/or treat.
5. **Upload the Medical Book:** write down all the information of the last week in the "Dog Overview" and cross out finished and uploaded treatments. Make sure this includes the start and end date of medications/ treatments.
6. **Check Food Stock:** Before calculating the new food amounts, make sure that enough meat blocks and bags of dry food are left.
7. **Upload the "HH Feeding and Positioning 2012" file ("Farm Planning and Dog Positioning SS" in Valimaa):** Make sure that every dog is in the correct position in the file. Calculate new food amounts according to your

conclusions about the dogs' weight. To compare with previous years, you can have a look at the "Wkly Food Quantities HH/SS" (Positioning and Feeding) and the "Food Calculations" (Across Both farms). Make sure to calculate and update the new amounts and distributions of meat and dry food for food preparation, and update the grams of dry and meat currently prescribed to each category of dog weight (skinny, big dog, small dog, fat dog).

Hetta: Print out the feeding chart two times for the farm house kitchen and dog kitchen door. Communicate with the group about major changes.

Valimaa: Print two copies of the feeding chart and attach one to the board above the sink in the dog kitchen, and one in the main cabin.

8. **Upload the "Wkly Food Quantities HH"/"Wkly Food Quantities SS":** Write down the new food amounts (in grams) and averages per dog. This is important, as you can then compare across the years what was being fed during training season, client season, summer, etc.
9. **Complete a medical stock check:** Check which medicines have been used during the last week and write this down in the "Medical Usage" file ("Medical HH" folder). Open the "Medical stuff for both farms" spreadsheet and calculate how much of which medicine should be left according to the amounts of last week. Communicate with Anna when you notice that we are running out of something.

2 Carry out the Heat Check three times a week

The Heat Check is important!

Essentially, you need to know what females are in heat, so that you know who is at risk of becoming pregnant and so that you can follow any potential pregnancies and abort them at an appropriate time. The 'in-heat' females can get pregnant through the fence (eg if a male dog is allowed to run in the running fence when there are females in heat in the cages) or in teams with male dogs, even when not beside her, since she will make every attempt possible, to mate.

Target Time – 1.5 -. 2 hours for one person (including the check itself, updating heat signs on the cages, updating the excel spreadsheets and then any consultation and movements of dogs on the farm). 1 hour if you have grabbed someone to help you with the c. 30 min practical side of this, since that will make it a lot more efficient and you will be able to see the vaginas more clearly.

When you go to do the Heat Check take with you a print out of the Heat spreadsheet so that you can note under each dogs name the condition of the vagina. One suggestion is to use a B for Bleeding, a D for Discharge, a tick for when the vagina looks normal and a S for Swollen. Having the chart with you is important. When you were last working on it, you were building in reminders, for yourself, as to the dogs that haven't been in heat for some time and which need to be checked even more rigorously. You were also building in reminders as to vaginas that looked suspect – as if they may be coming into heat too. If you try to work blind, you lose the benefit of all of the accumulated historical information.

Take some time to read all the information on the 'Heat 11' tab that is in the 'Vacs Meds' spreadsheet. This is shown below and will help you later when you need to update the spreadsheet with your findings:

If you then take a look in the Heat 11 tab you will notice the individual menstrual cycles. Also, take a look at the diagram below explaining a dog's heat cycle:

Heat starts – you often see BLOOD

↓

+4 WEEKS OF DANGER TIME (SWOLLEN VAGINA/DISCHARGE)

↓

+1 SAFETY WEEK – POST HEAT DANGER TIME! IN THIS WEEK THE FEMALE CAN STILL GET PREGNANT

The Physical Check

NB: It may take some time for some female dogs to be comfortable with you checking them. Princess is usually very comfortable and easy to check, whereas Matsku, Meggy and Mighty are difficult to approach and corner to even begin to take a look! Matsku is the only female that might bite if your energy levels upon approach are wrong – just take it calmly and gently and speak reassuringly, and you will be fine.

=

Before you approach each dog, check their heat history. It will prompt you as to the level of check that is necessary...

- Were they in heat within the last 2 months? If so, you need to be doubly sure to check for a bulging tummy / any nipple changes...
- Have they not been in heat for ages – question whether you have been / are, missing something and do a thorough cage area check to back up your current thoughts

- Were they looking suspect last week – squeeze harder and probe deeper in addition to the cage check. Are you sure of your thoughts?

If you are doing the check yourself, lift the dog up, facing backwards through your legs, and look down on their vagina over their tale. If with a partner, get the less experienced person to put the dog between their legs and lift the back end up so that they are presenting the vagina to you. You will need to physically manipulate each vagina, to open it slightly to see what juices are inside and to see if, when squeezed, anything drops out. If you are in doubt, look around the cage area and check the base of the entrance to the kennel since you will often see tell-tale signs of blood when they are in their bleeding phase.

Some dogs' cycles are more frequent, last longer or involve more blood loss than others, just like female humans! Tundra, for example, is a dog that bleeds a lot at present, although that might change as she gets older. It is normal for dogs in the same cage to show signs of coming into heat together, or to bleed at the same time – just like in a girl's boarding school.

Check also with your partner too (this is the main reason why it is good to do this in pairs) that the tummy is not bulging and that the nipples are not changing shape – particularly those dogs that have been in heat recently. This would be the first indication of pregnancy that we would get, visually. If at all in doubt, put them on the 'tape measure' list and start monitoring the size of their tummy in a constant place every couple of days (needs to be done by one specific person for consistency).

NB: At the point at which you are 'not sure' about pregnancy, we are almost too late to do anything about it. Hence, if in any doubt at all, immediately check when their previous cycle was, how pregnant that they might be and whether we have time, then, to monitor further tummy growth with a physical tape measure or whether we need to take them straight to the vet for a check.

Re-sort the dogs if need be, based on your findings

Make sure that females in heat and those in the post heat danger time are in cages! If a dog is on a chain in the sick area, consult Anna or on where to put the dog.

A dog in Heat should ideally not be situated next to a male in an adjacent cage, but sometimes it is hard to avoid this and, so long as the planking is in good condition between the cages, it should be fine. Until we have planking up between the running fence and the LHS cages, we cannot have males in the running fence when females are in heat since, as mentioned previously, dogs can and will mate through the cages!

In total a female should best be kept in a cage for at least 3 weeks (ideally 4, to be safe), starting from the first day of bleeding.

Sort out the cage signs

When you have completed the physical check, spend c. 10 minutes sorting out any changes to the signs on the cages which indicate whether or not each of the females is in heat. NB: If you are stuck for time during a mid-week check, then it is more important that this is updated properly than that any information is entered into the computer. If you are less familiar with the computer, it is fine to just keep the dog book updated (since this is what everyone other than you will refer to, if they have any questions), and then update everything into the computer once a week.

Update the Heat worksheet in the Vacs and Meds Spreadsheet

See note on frequency of update, above.

The heat section in the medical chart contains information on how to update the cells, as you can see from the inserted pdf. However, this is repeated slightly differently, here, so that you can double check both comment areas in case of queries.

In the Heat tab, a dog that is bleeding (normally during the first 7 to 9 days of a cycle, although with young dogs in particular, this can last longer), will have a **red cell** and the date at which the first sign of blood was seen, noted. If you have missed the bloody show just because the dog has cleaned itself around the time of your check, you may miss the whole heat cycle! This is why we check the dogs three times per week.

HOW & WHY WE KEEP A RECORD OF FEMALE HEAT CYCLES

Why we keep tabs on Heat Cycles

Because we have a policy of keeping old or sick dogs in comfortable retirement, we have to be very careful to not have unplanned pregnancies or the size of the litter would quickly grow exponentially, thereby jeopardising our ability to feed all of the animals. Pregnancies are generally timed so as to have pups ready for clients in the winter season. It isn't the ideal time of year for the pups to be born but it generates some income, through puppy visitations, to offset the additional costs associated with rearing young. Hence, females are checked three times a week to see if they are in heat. When they are, they are kept separate from males at all times. That means that in the winter, they do not run in litters with non-castrated males. It means that we cannot have male dogs in the running fence if we have females in heat in the cages facing the fence and it means that the dogs cannot be trained in pairs with males during the summer months.

Escapes

Notes about males that have escaped are made in the 'male escapes' column (name & date & mark in green). In this way, if we have a surprise pregnancy, we at least have a chance to figure out who the father could be.

The date of female escapes is written, in blue, in the heat-check column & notes are also made about 'dangerous issues' / females to follow up upon. Our local vet does not believe in the morning after pill for dogs. Hence, we have to make a judgement call as to the likelihood with which a female could have become pregnant during that time and, if need be, either monitor their stomach for growth from 28 to 45 days post 'incident' (45 days is the last possible date for an abortion) – or, if we are fairly sure that they did mate, then we take the female to the vet an ultrasound to check for pregnancy c. 28 days later, since this is the first time when the vet will definitely be able to see the fetuses, and then deal with them appropriately. In terms of giving the injection, the sooner the better for the dog since they generally simply absorb the fetus if the injection is given soon enough.

General Notes on 'Heat'

When blood is clearly visible, (normally 1st 7 - 9 days), this is noted in red on the chart. Even if nothing is seen again after this time, we at least know from this when they are in their danger time. When a dog hasn't come into heat for a long time, this is obvious from the chart, and we highlight that fact so that we pay particular attention to them during the next heat check with a yellow question mark. When it looks like a dog might be coming into heat but there is no definitive sign, (ie no blood), a pink mark is placed on the chart. This gets left in place in case we miss the whole heat cycle since it is hard to tell that the bitch is in heat after the first week. The pink mark, therefore, just acts as a historical indication of when an otherwise unnoted heat period might have occurred and helps us to look out for the next one, based on presumed cycle length. Ovulation / the danger time is the critical time for pregnancy. It normally lasts from 8 to 13 days and normally starts 7-13 days after the first signs of bleeding. We mark the standard ovulation period as an orange 'danger time' unless there are still clear signs of blood, in which case it is still marked in red but the danger is the same. In total, females should be kept isolated from males for at least 3 weeks (ideally 4, to be safe), following the day when we first note that they are bleeding.

General Notes on Pregnancy

A normal pregnancy lasts 63 days (ie 9 weeks). Up to the fifth week there are few apparent appearance changes so it is difficult to notice, just by looking, that the female dog is pregnant. However, you can look out for various signs: 1. mood changes, either the bitch becoming more agitated, aggressive or affectionate 2. morning sickness 3. yellowish discharge or the dog licking herself more and 4. increase in appetite. (The mother should be on a mixture of puppy and normal food, and at increased quantities from c. the 4th week). From the fifth week on, the nipples and mammary glands increase their size and get darker. The dog may seem a little more quiet than normal, but the pregnancy only becomes really apparent after the 5th or 7th week, when its abdomen begins to progressively grow as the puppies get bigger in size. In week 7 or 8, the now enlarged breasts start to secrete a whitish/transparent liquid and it is sometimes possible to feel the puppies moving. From the eighth week the dog can be seen pacing around, looking for a place to whelp. The dog will need to urinate more often than usual. When a pregnancy is not planned, an ultrasound is done after day 28 to see if injections need to be given (ASAP, before day 45 of the gestation).

KEY:	Loose Male Bleeding	Should be due	Danger Time
	Follow up w. Measurements / vet	Coming in / unusual signs - keep in chart	Lock Safety

Use a **pink cell with a question mark** to portray 'signs of heat' – when no bleed has been noticed but when the vagina is swollen or there is discharge and you are just not sure. This could be a sign that the dog is coming into heat or that it is bleeding but has just been cleaning itself before you checked it. NB: As you get to know the dogs better, the number of false pinks that you note should reduce, since you will learn which dogs always have swollen vaginas (eg Madonna) and when one really is abnormal but this will be hard for you to judge, at first.

NB: One easy way to build up your knowledge and understanding is to 'male' test the dog, to see how interested males are, since that is your second clue as to whether it is in / coming into heat. Make a note of which dogs need to be male tested and choose one horny male at the end of your check, to compare their reactions to these various dogs, one after another. Normally, the bitch will be attractive to the male before the female is ready to open herself to him – but obviously don't take any chances. Make sure that this is done under supervision (and remember that you never pull apart, a stuck pair).

NB: A pink question mark notation on the chart should **remain in place** irrespective of your findings on the following check since it may be our only clue that the dog has been in heat. Any dog that has a pink question mark cell in its near history, treat as if it is in heat until the pink note is as far in the past as the end of a normal heat cycle.

A dog in known danger time (you may not have noticed anything at all different with the vagina at this point, but you know they are at this stage since you have seen the bleeding on previous checks) will have an **orange cell**.

We call this the danger time for two reasons – the first is that it is harder to judge physically, without knowing the history, that they are at risk and the second is that it is also the time of highest receptivity to the sperm. Ovulation / the danger time is the critical time for pregnancy. It normally lasts from 9 to 13 days and normally starts 7-13 days after the first signs of bleeding. However, you may have missed the bleeding in the last two checks so you cannot assume that the first time that you see bleeding is Day 1 of the cycle. Assume, rather, that the dog was at risk prior to you finding bleeding and from this point on. We mark the standard ovulation period as an orange 'danger time' unless there are still clear signs of blood, in which case it is still marked in red but the danger is the same. Often the vaginal secretions will change from (almost) all blood to a more mucose-yellow secretion which may or may not still contain blood at this time.

The **yellow tab** following the orange cells is an extra 'safety week' during which we would still keep the females away from males in teams etc in case we have somehow gotten the dates wrong. In the dog medical book, such a dog should still be noted in the danger column! Note the key! It is important you know what each colour means and how to appropriately annotate the medical book.

The **beige/lighter yellow cells with the question marks in them**, are used when you think that there has been an unusually long time between heats and that, therefore, a cycle may have been missed / is overdue. These dogs need a lot of attention paid to their tummies and nipples as well as their vaginas. This mark can move down to the following week if no signs are found since they are simply there as a reference to remind you that there is a particular need for a check of this dog.

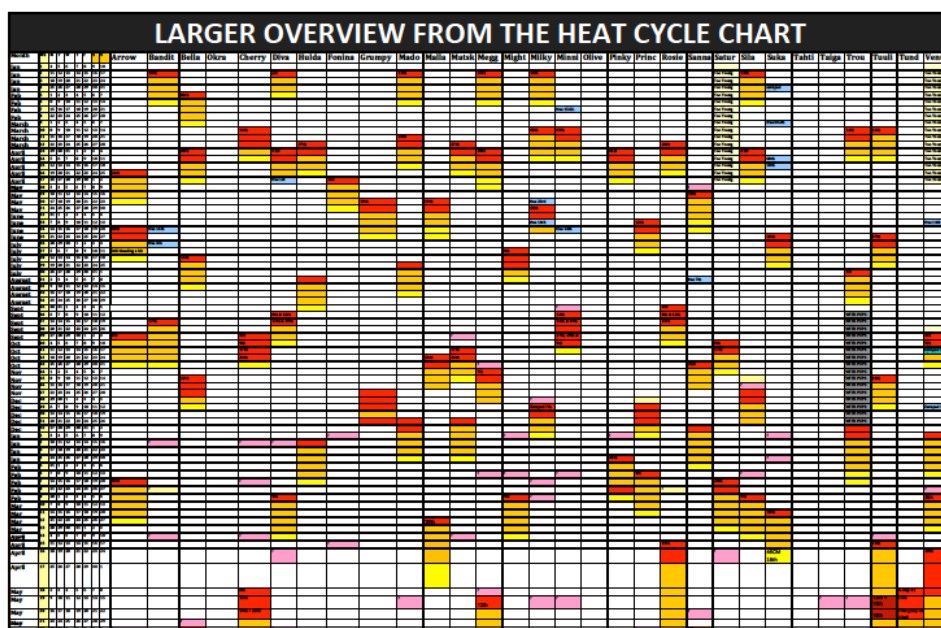
Liz may not be on the chart since she has had her uterus removed.

Printout&

Communicate Out

When you have updated the Heat tab, print out the spreadsheet and display a copy neatly on the Farm House fridge.

NB: You only need to print out the last couple of months, to save on paper and ink – but you do need to include the dates. The example chart shown here does not include any yellow ? cells since it is taken from the client-focused sample



sheets. If they were present, they would be on the bottom row.

Your findings that dogs are in heat **MUST** be communicated upwards – at minimum Anna, and whoever is making teams in winter and whoever 'owns' the newly-in-heat females for summer training.

How does this impact on who gets trained / taken home?

Based on your knowledge of who is in heat / not, you should drive the taking home of dogs to the guide house since it is particularly important that non-castrated males and females in heat are not in the guide-house together at any one time unless you are 100% sure of the commitment of the other guides to keep them apart (I am not).

In Valimaa make sure that females in heat are in a different cabin to males if they are taken in overnight.

Link to Training Files

In winter, the training spreadsheet needs to be updated with the information as to which dog is in heat. This is critical since it totally impacts on which dog can run in which team / beside whom. It is particularly critical with dogs like Hulda who generally tend to run with males. Managing the training data is even more complicated, in winter, than managing the medical side of the farm. Hence, you are always trying to make that job as easy as possible for the training manager.

In summer, letting people know which of their dogs shouldn't be trained jointly with males / be loose in the running fence for obedience training at the same time as males, is also important.

With your Heat findings update the Heat 11 tab in the Vacs Med spreadsheet as mentioned previously. Once more, you may also need to move some dogs around. Update the feeding & positioning spreadsheet as needed in terms of heat cycle changes and movements made.

3. Managing Unwanted Pregnancies

Everyone should know to immediately write down any male or female escapes in the back of the medical book. You will have to make sure that new people know how to do this and why. Once there has been a mating or a potential mating post an escape, decisions may have to be made! Hence, it is important that you use the Heat spreadsheet to forward plan.

Train the guides to note the degree to which there was a risk of the dogs mating during the time of the escape in the med book. It is good to have as much information recorded about this as possible. If they have forgotten to do so, you will have to find out who wrote it and then make a judgement on the level of risk of pregnancy involved.

Eg, if the dog escaped whilst everyone was at the farm and was quickly put back in its place, then it is highly unlikely that it will have mated unseen. However, the escape should still be noted. If a male escapes overnight and there are females in heat in the cages, then all of those females are at risk and we should note down to start a programme of checking the size of tummies after the 28th day post escape.

If we are sure that the bitch has tied, then we will take to the vet around day 28 since the abortion becomes more painful, the longer it is left. If there was just an overnight escape, then we will start monitoring the 'at risk' females in terms of belly growth from day 28 and then, for those that look like growth *is* happening, take them to the vet around day 40. However, beware. The vet can sometimes be away for long periods of time so if we are going to target a day 40+ check, we have to make sure, in good time, that the vet will be around at that time to perform the check or we may end up in big trouble!

You will check this med book information on a Sunday in case some escapes happened during your day off / when you were at the other farm when you are writing everything up in the heat tab.

Write not only the date of the escapes and / or mating but also calculate the date of ultrasounds and abortions.

Work on the basis that the first possible date for an ultrasound is 28 days post mating and that the last possible date for an abortion is 45 days post mating. Note in chart as, eg, Diva to vet for ultrasound (on 6th June) @ day 28. That way, if we don't make it on exactly that day, we can easily check what day in the pregnancy she is potentially on, on the day that we take her to the vet. This is a question that will definitely be asked since it will help the vet to judge whether she really is pregnant or not, based on how big / easily visible, the foetus' should be.

Once you have that information noted in your own chart, send an email to Anna to make sure that she adds the info as to when the dog needs to go to the vet into the master planning document that she, and Pasi use to run the farm. You are

responsible for communicating the need to book the vet (NB: You are also responsible for the dogs who may have this need from before you have taken over this job!) but this acts as a back-up.

Write up the date of abortions in both the heat tab and in the dog's personal data row in the dog overview tab.

NB: When they are bleeding, they are not pregnant. This is something that wasn't apparent to one male dog overseer who took a dog to the vet for an ultrasound from a previous cycle, whilst she was already bleeding in her next cycle!!

SIGNS OF PREGNANCY

A normal pregnancy lasts 63 days (ie 9 weeks). Up to the fifth week only little apparent changes are produced and even then it is difficult to notice, just by looking, that the female dog is pregnant. However, you can look out for various signs in the early stages:

1. mood changes, either the bitch becoming more agitated, aggressive or affectionate
2. morning sickness
3. yellowish discharge from the vagina or the dog licking herself more and
4. increase in appetite. (In planned pregnancies, the mother should be given increased food quantities to help her to nourish the fetuses and she should also get a combination of adult and puppy food as we get nearer to the time of the birth since the puppy food contains minerals and nutrients that are beneficial to the development of the pups).

From the fifth week on the nipples and mammary gland increase their size and get darker, getting ready to receive the breast feeders. The dog may seem a little more quiet than normal, but apart from this nothing on its aspect indicates its pregnancy up to the sixth or seventh week.

During the 6th / 7th week – ie day 42 onwards – **so at this point, it is already really touch and go for the abortion, which can only be given up until day 45!** - its abdomen begins to visibly increase in size to accommodate the growing pups.

In week 7 the now enlarged breast start to secrete whitish / transparent liquid and you might be able to feel the puppies moving.

From the eighth week the dog can be seen pacing around, looking for a place to whelp and she will need to urinate more often than usual.

In the eighth week, the dog's breasts which are, by now, quite large, will begin to secrete whitish and transparent liquid. If the coloration of this fluid is not strange, there is no reason to get alarmed.

Update the Master Training File

Update the Hard Copies of the Individual Training Files with a star denoting that the dogs are in heat

4 Take overall responsibility for the health and well-being of any pups in terms of their training and nutritional needs

Pups are super time-consuming. Being in charge of their health and wellbeing doesn't mean that you have to do everything that is involved in their care and development but it does mean that you have to make sure that it happens. Hence, depending on the people in the group and the skills that are available, you may end up doing most of this yourself or you may be able to allocate all or part of the action part of this to someone else, with you simply keeping an eye on progress. NB: This is a job that many girls love and many guys hate but it is obviously not that cut and dry. Try to make sure that the people assigned to this task actually enjoy it since it is really important that the pups get positive care and interaction in their pivotal first few months.

Data about the growth of pups on both farms is centralised in the 'across both farms' folder on the computer dropbox. You will need to weigh the pups weekly, and to add the weights into both the chart for that specific litter and into the data columns that feed into the normal growth curve.

If you are worried about the growth and development of one of your pups, you can compare it to this home-made chart to monitor its progress.

You need to have in your head, at all times, how old the pups are, since that impacts on what stage of their training / development they should be at. You will keep on top of this by thinking through their development whilst imputing the data about their weekly weigh-ins.

Day 1: The dew claws should be removed with a very sharp pair of scissors. NB: I wouldn't necessarily do this to any weaker looking pups.

Wk 1:	You need to check that the umbilical cords are drying and dropping off without any smell of infection.
Wk 1 & 2:	With a healthy litter, the mom will do most things for them at this point - but keep a close eye on the smaller ones to see that they are growing proportionately.
Day c. 10.	They will start to open their eyes. Add their eye colours to the puppy weight charts so as to help you distinguish between them.
Wk 2:	They can start to be taken outside for short periods of time – at first just inside a kennel and then with an introduction to the kennel ramp. Pay attention to the outside temperature.
Wk 3:	<ul style="list-style-type: none"> By now, the mom is slowing down on her desire to clean them. Hence, you can already start to potty train them if they are living in the house (this is harder to do in the dog kitchen because of space issues). If in the house, try to see which area they are naturally gravitating towards for peeing and pooping and you can even try putting in a small partition. Spend one week rigorously covering every pee and poop with a layer of paper which will let the smell through but which won't let them drag markings back to the play / living area and you will fairly quickly have a relatively house trained litter which will help you out a lot in the weeks to come. Depending on the weather, they can already be spending some time outside, each day.
Wk 4:	<p>They may be starting to become interested in the mom's food (which, throughout this process, has been constantly available to her as a mix, ideally, of adult and pup food – but by this stage, you may be reducing it slightly again).</p> <ul style="list-style-type: none"> If so, then it is time to start offering them some of their own pre-soaked puppy food. During the first few days, you can try it c. 3 times a day since they won't eat that much of it. The mom can finish whatever you have produced. Once they start to actually eat it, however, they will need it c. 5 times a day. Always present the food with 'THE NOISE'. This is then used as a 'come' command when we walk them freely. At this point, they should be being walked, loose, as a whole litter, with the dam on the lead once a day. It doesn't have to be far – just little explorations. Make sure that there is free-floating water on top of the mush so that they can lick it off the top if thirsty as well as just eating the mush.
Wk 5:	<p>At this point, the dam can be left behind for the walks either sometimes or all the time.</p> <ul style="list-style-type: none"> Pups are still being carried to a safe distance (either by hand or in a box) before being put down to play loose. They are returning to you because you are giving them ADULT food directly into their mouths (ie not scattered on the floor) as a reward for returning. (If they cannot eat the adult food, yet, then use small amounts of meat. Either way, do not keep food directly in your pockets, but rather carry it in small bags in your hands or your clothes will be ruined from the fat in it).
Wk 6.	<p>You are continuing with feeds, 5 times a day, and with walks.</p> <ul style="list-style-type: none"> Ideally walk pre feed in the mornings so that they are incentivised to return to you for food. Depending on how big the pups are, they can be introduced to collars and harnesses at walk time and then gradually start to introduce the concept of the lead, with treats used as an incentive for forward movement. Always start with a lead to get them through the dog area and then remove for free play, so that the lead is associated with something positive. Continue to use the noise and treats to keep the pups returning to you. By this stage, if the pups are not so small as to be able to escape from the puppy Hilton cage, they can move down there during the day for some hours each day (ie use their daily walk to take them there first thing, pre feeding, and then back, pre their evening feed). If it is warm enough, and if you are certain that they can all climb into and out of the kennel, then leave them out now, some nights.
Wk 7	<p>Are they big enough to not escape if they get moved to the puppy Hilton more or less permanently? If so, and if it is warm enough, try it.</p> <ul style="list-style-type: none"> Ensure that the mom always has food and water available to her on the second floor. Start introducing chaining at feeding and individual bowls vs trays. It may seem like a big pain in the ass at first but it is how we start to teach them to respond to commands and it quickly makes feeding much easier as well as enabling us to control how much food each pup is getting more easily. Continue always with THE NOISE. Make sure that once they have cleaned their bowls that, like the adult dogs, they are each given some fresh water to drink. Work in pairs to make sure they sit pre feed.

- Wk 8 They should be introduced to the concept of sit vs alas at this time. They should be sitting by themselves pre feed, by now.
- They can spend short parts of the day playing with other older pups in the kindergarten.
 - Everything else, as normal.
 - At some point this week or next, extend the time, per day, in the kindergarten, and then finally give them their first night away from their mom.
- Wk 9 By this stage they are spending more nights in the Kindergarten and then eventually move into it permanently.
- Wk 12 By this stage, they should be spending some part of their week in cages separated from their siblings with older dogs (or with one sibling and one older dog, at first) and they should be enjoying most of the obstacles on the agility course.

5 Complete the dog medical book update so that there is a physical record that any guide / the vet, etc, can easily access, irrespective of computer skill / access.

Target Times vary

As mentioned previously, the dog book is located in the hall of the Farm House. The Valimaa book is on the shelf under the printer in the main cabin.

As soon as you hear or notice that a dog has escaped you must note this in the Dog Medical Book. If a male dog escapes and then later on in the future a female dog is pregnant we can trace the escape back.

When you have undertaken the Heat Check (see point 3) you would update the Heat chapter in the Dog Medical Book. You must, as a priority, when you have undertaken the check of the females note the date the check was completed and then what dogs are bleeding, what dogs are in the danger time and what dogs must be watched.

When a dog becomes injured update the next blank section of the injury chapter in the book.

Fill in as much information as possible. The book can be taken around the farm when the vet visits. You will be able to tell the vet when the injury was noticed, when treatment began and what is being given.

Update both the medical book and the computer system when there are changes in medication and when the dog finally comes off the treatment course (which may be in stages, with antibiotics stopped and then stitches taken out, for instance – or the other way around).

Every Sunday go through the medical book and make sure that everything that you have put into it – as well as any notes that others may have added during the week – have been captured in the computerised medical systems.

They have to initial the individual med sheet as well as the relevant paragraph in the dog med book in which you write up all notes about the treatment course length, etc, when / why you decided to take a dog off meds, whether this was checked with Anna etc. The sheet gets taken down and left in the book but the book entry doesn't get crossed out other than by the medical person. This way we stop folk blindly following specified course treatment length guesses and they have to be accountable for the decisions they have made when looking at the wound. In general, however, they definitely shouldn't be making that decision without Anna's input until Anna thinks that they are ready to do so. Up until that point, they will be developing their skills in presenting a case history to Anna on the check days.

6 Update all of the computerised record keeping systems so that there is a long-term record of all medical issues

Make sure that all of your findings from the in-depth dog check are recorded in the medical book, on the computer & that the information

EXTRACTS FROM MEDICAL RECORD SYSTEM

EXTRACT FROM OUR COMPUTERISED DOG OVERVIEW RECORD

All updates and notes that enter get written, immediately, into a physical dog medical book.

Once a week, updates get transferred into the computer system on the computer.

As a weekly update, updates are entered into the medical book and then the computer system on the computer.

The system is designed to be used by the Farm House staff, including, but not limited to, the following: Farm House staff, Farm House staff, Farm House staff, Farm House staff, Farm House staff, Farm House staff, Farm House staff, Farm House staff, Farm House staff, Farm House staff, Farm House staff, Farm House staff.

DOG	NAME	SEX	AGE	DATE OF BIRTH	DATE OF DEATH	DATE OF LAST CHECK	DATE OF NEXT CHECK	DATE OF LAST VET VISIT	DATE OF NEXT VET VISIT	DATE OF LAST X-RAY	DATE OF NEXT X-RAY
1	DOG 1	Male	1	1/1/2000		1/1/2000	1/1/2000	1/1/2000	1/1/2000	1/1/2000	1/1/2000
2	DOG 2	Female	2	2/2/2001		2/2/2001	2/2/2001	2/2/2001	2/2/2001	2/2/2001	2/2/2001
3	DOG 3	Male	3	3/3/2002		3/3/2002	3/3/2002	3/3/2002	3/3/2002	3/3/2002	3/3/2002
4	DOG 4	Female	4	4/4/2003		4/4/2003	4/4/2003	4/4/2003	4/4/2003	4/4/2003	4/4/2003
5	DOG 5	Male	5	5/5/2004		5/5/2004	5/5/2004	5/5/2004	5/5/2004	5/5/2004	5/5/2004
6	DOG 6	Female	6	6/6/2005		6/6/2005	6/6/2005	6/6/2005	6/6/2005	6/6/2005	6/6/2005
7	DOG 7	Male	7	7/7/2006		7/7/2006	7/7/2006	7/7/2006	7/7/2006	7/7/2006	7/7/2006
8	DOG 8	Female	8	8/8/2007		8/8/2007	8/8/2007	8/8/2007	8/8/2007	8/8/2007	8/8/2007
9	DOG 9	Male	9	9/9/2008		9/9/2008	9/9/2008	9/9/2008	9/9/2008	9/9/2008	9/9/2008
10	DOG 10	Female	10	10/10/2009		10/10/2009	10/10/2009	10/10/2009	10/10/2009	10/10/2009	10/10/2009
11	DOG 11	Male	11	11/11/2010		11/11/2010	11/11/2010	11/11/2010	11/11/2010	11/11/2010	11/11/2010
12	DOG 12	Female	12	12/12/2011		12/12/2011	12/12/2011	12/12/2011	12/12/2011	12/12/2011	12/12/2011
13	DOG 13	Male	13	13/13/2012		13/13/2012	13/13/2012	13/13/2012	13/13/2012	13/13/2012	13/13/2012
14	DOG 14	Female	14	14/14/2013		14/14/2013	14/14/2013	14/14/2013	14/14/2013	14/14/2013	14/14/2013
15	DOG 15	Male	15	15/15/2014		15/15/2014	15/15/2014	15/15/2014	15/15/2014	15/15/2014	15/15/2014
16	DOG 16	Female	16	16/16/2015		16/16/2015	16/16/2015	16/16/2015	16/16/2015	16/16/2015	16/16/2015
17	DOG 17	Male	17	17/17/2016		17/17/2016	17/17/2016	17/17/2016	17/17/2016	17/17/2016	17/17/2016
18	DOG 18	Female	18	18/18/2017		18/18/2017	18/18/2017	18/18/2017	18/18/2017	18/18/2017	18/18/2017
19	DOG 19	Male	19	19/19/2018		19/19/2018	19/19/2018	19/19/2018	19/19/2018	19/19/2018	19/19/2018
20	DOG 20	Female	20	20/20/2019		20/20/2019	20/20/2019	20/20/2019	20/20/2019	20/20/2019	20/20/2019
21	DOG 21	Male	21	21/21/2020		21/21/2020	21/21/2020	21/21/2020	21/21/2020	21/21/2020	21/21/2020
22	DOG 22	Female	22	22/22/2021		22/22/2021	22/22/2021	22/22/2021	22/22/2021	22/22/2021	22/22/2021
23	DOG 23	Male	23	23/23/2022		23/23/2022	23/23/2022	23/23/2022	23/23/2022	23/23/2022	23/23/2022
24	DOG 24	Female	24	24/24/2023		24/24/2023	24/24/2023	24/24/2023	24/24/2023	24/24/2023	24/24/2023
25	DOG 25	Male	25	25/25/2024		25/25/2024	25/25/2024	25/25/2024	25/25/2024	25/25/2024	25/25/2024
26	DOG 26	Female	26	26/26/2025		26/26/2025	26/26/2025	26/26/2025	26/26/2025	26/26/2025	26/26/2025
27	DOG 27	Male	27	27/27/2026		27/27/2026	27/27/2026	27/27/2026	27/27/2026	27/27/2026	27/27/2026
28	DOG 28	Female	28	28/28/2027		28/28/2027	28/28/2027	28/28/2027	28/28/2027	28/28/2027	28/28/2027
29	DOG 29	Male	29	29/29/2028		29/29/2028	29/29/2028	29/29/2028	29/29/2028	29/29/2028	29/29/2028
30	DOG 30	Female	30	30/30/2029		30/30/2029	30/30/2029	30/30/2029	30/30/2029	30/30/2029	30/30/2029
31	DOG 31	Male	31	31/31/2030		31/31/2030	31/31/2030	31/31/2030	31/31/2030	31/31/2030	31/31/2030
32	DOG 32	Female	32	32/32/2031		32/32/2031	32/32/2031	32/32/2031	32/32/2031	32/32/2031	32/32/2031
33	DOG 33	Male	33	33/33/2032		33/33/2032	33/33/2032	33/33/2032	33/33/2032	33/33/2032	33/33/2032
34	DOG 34	Female	34	34/34/2033		34/34/2033	34/34/2033	34/34/2033	34/34/2033	34/34/2033	34/34/2033
35	DOG 35	Male	35	35/35/2034		35/35/2034	35/35/2034	35/35/2034	35/35/2034	35/35/2034	35/35/2034
36	DOG 36	Female	36	36/36/2035		36/36/2035	36/36/2035	36/36/2035	36/36/2035	36/36/2035	36/36/2035
37	DOG 37	Male	37	37/37/2036		37/37/2036	37/37/2036	37/37/2036	37/37/2036	37/37/2036	37/37/2036
38	DOG 38	Female	38	38/38/2037		38/38/2037	38/38/2037	38/38/2037	38/38/2037	38/38/2037	38/38/2037
39	DOG 39	Male	39	39/39/2038		39/39/2038	39/39/2038	39/39/2038	39/39/2038	39/39/2038	39/39/2038
40	DOG 40	Female	40	40/40/2039		40/40/2039	40/40/2039	40/40/2039	40/40/2039	40/40/2039	40/40/2039
41	DOG 41	Male	41	41/41/2040		41/41/2040	41/41/2040	41/41/2040	41/41/2040	41/41/2040	41/41/2040
42	DOG 42	Female	42	42/42/2041		42/42/2041	42/42/2041	42/42/2041	42/42/2041	42/42/2041	42/42/2041
43	DOG 43	Male	43	43/43/2042		43/43/2042	43/43/2042	43/43/2042	43/43/2042	43/43/2042	43/43/2042
44	DOG 44	Female	44	44/44/2043		44/44/2043	44/44/2043	44/44/2043	44/44/2043	44/44/2043	44/44/2043
45	DOG 45	Male	45	45/45/2044		45/45/2044	45/45/2044	45/45/2044	45/45/2044	45/45/2044	45/45/2044
46	DOG 46	Female	46	46/46/2045		46/46/2045	46/46/2045	46/46/2045	46/46/2045	46/46/2045	46/46/2045
47	DOG 47	Male	47	47/47/2046		47/47/2046	47/47/2046	47/47/2046	47/47/2046	47/47/2046	47/47/2046
48	DOG 48	Female	48	48/48/2047		48/48/2047	48/48/2047	48/48/2047	48/48/2047	48/48/2047	48/48/2047
49	DOG 49	Male	49	49/49/2048		49/49/2048	49/49/2048	49/49/2048	49/49/2048	49/49/2048	49/49/2048
50	DOG 50	Female	50	50/50/2049		50/50/2049	50/50/2049	50/50/2049	50/50/2049	50/50/2049	50/50/2049
51	DOG 51	Male	51	51/51/2050		51/51/2050	51/51/2050	51/51/2050	51/51/2050	51/51/2050	51/51/2050
52	DOG 52	Female	52	52/52/2051		52/52/2051	52/52/2051	52/52/2051	52/52/2051	52/52/2051	52/52/2051
53	DOG 53	Male	53	53/53/2052		53/53/2052	53/53/2052	53/53/2052	53/53/2052	53/53/2052	53/53/2052
54	DOG 54	Female	54	54/54/2053		54/54/2053	54/54/2053	54/54/2053	54/54/2053	54/54/2053	54/54/2053
55	DOG 55	Male	55	55/55/2054		55/55/2054	55/55/2054	55/55/2054	55/55/2054	55/55/2054	55/55/2054
56	DOG 56	Female	56	56/56/2055		56/56/2055	56/56/2055	56/56/2055	56/56/2055	56/56/2055	56/56/2055
57	DOG 57	Male	57	57/57/2056		57/57/2056	57/57/2056	57/57/2056	57/57/2056	57/57/2056	57/57/2056
58	DOG 58	Female	58	58/58/2057		58/58/2057	58/58/2057	58/58/2057	58/58/2057	58/58/2057	58/58/2057
59	DOG 59	Male	59	59/59/2058		59/59/2058	59/59/2058	59/59/2058	59/59/2058	59/59/2058	59/59/2058
60	DOG 60	Female	60	60/60/2059		60/60/2059	60/60/2059	60/60/2059	60/60/2059	60/60/2059	60/60/2059
61	DOG 61	Male	61	61/61/2060		61/61/2060	61/61/2060	61/61/2060	61/61/2060	61/61/2060	61/61/2060
62	DOG 62	Female	62	62/62/2061		62/62/2061	62/62/2061	62/62/2061	62/62/2061	62/62/2061	62/62/2061
63	DOG 63	Male	63	63/63/2062		63/63/2062	63/63/2062	63/63/2062	63/63/2062	63/63/2062	63/63/2062
64	DOG 64	Female	64	64/64/2063		64/64/2063	64/64/2063	64/64/2063	64/64/2063	64/64/2063	64/64/2063
65	DOG 65	Male	65	65/65/2064		65/65/2064	65/65/2064	65/65/2064	65/65/2064	65/65/2064	65/65/2064
66	DOG 66	Female	66	66/66/2065		66/66/2065	66/66/2065	66/66/2065	66/66/2065	66/66/2065	66/66/2065
67	DOG 67	Male	67	67/67/2066		67/67/2066	67/67/2066	67/67/2066	67/67/2066	67/67/2066	67/67/2066
68	DOG 68	Female	68	68/68/2067		68/68/2067	68/68/2067	68/68/2067	68/68/2067	68/68/2067	68/68/2067
69	DOG 69	Male	69	69/69/2068		69/69/2068	69/69/2068	69/69/2068	69/69/2068	69/69/2068	69/69/2068
70	DOG 70	Female	70	70/70/2069		70/70/2069	70/70/2069	70/70/2069	70/70/2069	70/70/2069	70/70/2069
71	DOG 71	Male	71	71/71/2070		71/71/2070	71/71/2070	71/71/2070	71/71/2070	71/71/2070	71/71/2070
72	DOG 72	Female	72	72/72/2071		72/72/2071	72/72/2071	72/72/2071	72/72/2071	72/72/2071	72/72/2071
73	DOG 73	Male	73	73/73/2072		73/73/2072	73/73/2072	73/73/2072	73/73/2072	73/73/2072	73/73/2072
74	DOG 74	Female	74	74/74/2073		74/74/2073	74/74/2073	74/74/2073	74/74/2073	74/74/2073	74/74/2073
75	DOG 75	Male	75	75/75/2074		75/75/2074	75/75/2074	75/75/2074	75/75/2074	75/75/2074	75/75/2074
76	DOG 76	Female	76	76/76/2075		76/76/2075	76/76/2075	76/76/2075	76/76/2075	76/76/2075	76/76/2075
77	DOG 77	Male	77	77/77/2076		77/77/2076	77/77/2076	77/77/2076	77/77/2076	77/77/2076	77/77/2076
78	DOG 78	Female	78	78/78/2077		78/78/2077	78/78/2077	78/78/2077	78/78/2077	78/78/2077	78/78/2077
79	DOG 79	Male	79	79/79/2078		79/79/2078	79/79/2078	79/79/2078	79/79/2078	79/79/2078	79/79/2078
80	DOG 80	Female	80	80/80/2079		80/80/2079	80/80/2079	80/80/2079	80/80/2079	80/80/2079	80/80/2079
81	DOG 81	Male	81	81/81/2080		81/81/2080	81/81/2080	81/81/2080	81/81/2080	81/81/2080	81/81/2080
82	DOG 82	Female	82	82/82/2081		82/82/2081	82/82/2081	82/82/2081	82/82/2081	82/82/2081	82/82/2081
83	DOG 83	Male	83	83/83/2082		83/83/2082	83/83/2082	83/83/2082	83/83/2082	83/83/2082	83/83/2082
84	DOG 84	Female	84	84/84/2083		84/84/2083	84/84/2083	84/84/2083	84/84/2083	84/84/2083	84/84/2083
85	DOG 85	Male									

that needs to be communicated out to the group is both communicated and displayed appropriately in the various assigned places. This is a crucial task for the overseer to undertake. You are responsible for the maintenance of the computerized medical records and for forward planning medicine and feeding, as well as for helping Anna with Vet visits.

There are a number of computerised records that you need to update, each week. Most, but not all, of the relevant worksheets are found in the main medical overview file. However, you will also need to update the farm position file, the training files and potentially also files like the potty training file – although the non-winter training files might be under the responsibility of someone else, who will need to work in cooperation with you.

In the 'Vacs Meds' spreadsheet, the key worksheets are the 'Dog Overview' tab, the 'Heat' tab, and the 'Weekly Med Chart' tab (the 'Pressure Sores' tab in Valimaa and the 'Ball Check' and 'Nipple Check' and 'Cold Issues' tabs in winter). From the dog overview tab, we can build up a complete history of problems and treatments for each dog over time. Thereby, we can tell if injuries are recurring on certain joints, if skin conditions are repeating and what historical medications have worked, etc. If the vet wants a treatment history for a particular dog for reference for a second colleague, we can also pull this information for her quite easily. This is not a legal requirement in the same way as the training file is, but it is a very important tool when it comes to maintaining the health and wellbeing of the dogs.

You are also to maintain parts of the spreadsheet entitled 'Medical Stuff across both farms', tabs include 'Stock Check' and 'Treatments'. Information about these has already been detailed.

7 The Feeding Chart: Figuring out Feed Changes, Standards and Anomalies

This is the most time-consuming follow up of the weekly dog check and it can be quite a mathematical challenge to figure out the correct food amounts. The feeding chart has a huge amount of information and should not be "tidied up" only amended. For instance, the chart will show the amount of feeding holes per cage in the outline of the cage. It is an easy mistake to tidy the lines, when it should not be done.

It can also be frustrating when you have figured out an ideal amount and then realize that the need for a new meat or food order hasn't been communicated in time. If this is the case, then do not print out a new list since it wastes paper – just annotate the existing weekly printout with the amended mean quantities. Eg, if we have run out of meat, then every dog will get extra dry food and the dogs on the skinny list, proportionately more.

Ditto, it is frustrating when we are using left-over supermarket food, since you will then have whole turkeys and hams to cut up which is more time consuming than normal. However, it is good to utilize these resources and not let them go to waste.

In relation to your findings on who is too fat or skinny, from your dog check, first make sure that every dog on the farm is in the correct place in the farm planning spreadsheet.

You will have hopefully noted any dogs that are particularly fat / skinny vs slightly fat / skinny, since you will need to be able to feed different amounts accordingly.

Think about what they were being fed on the previous week (you will be able to judge how well you think that you drove the other volunteers to give the correct amounts) and whether that was keeping them stable or starting to push them in one direction or another. Then have a think about what food is available and what you think would be an amount that would either move the dogs back in one direction or maintain their weights.

You will always have anomalies and these anomalies are pretty constant unless there has been a big miscalculation in feeding and all the dogs are too fat or too skinny. As mentioned earlier: if it looks like > 80% of the dogs, for instance, need an extra meatball each night, then the overall mean standard will increase. If it is only a few of them, then they will become the exceptions from the standard norm. As also mentioned earlier, most dogs can maintain their weight with a similar amount of food but some are always exceptions to the rule and need extra food (Chocolate and Jani are the key exceptions). If you find that you are starting to amend the food, it might give you an indication that you need to raise the overall level slightly or you will be raising it by more on the following week. The aim is to always maintain a stable weight and, since it can take about a week for you to notice the affect of more or less food, this is why this is a constant juggling act.

In addition, remember that we have dogs of very different size on the farm, from tiny ones like Malla (who happens to be a girl) to larger, active dogs like Hulda and Jani (a girl and a boy). As a general rule, the small girls generally need less food than the male dogs and larger girls. However, larger girls like Madonna and Princess, with thicker fur and slower metabolisms will fall into the 'small female category', whereas small girls like Meggy are constantly skinny and nearly always on the anomaly list, needing even more than most males. You need to drive an understanding and a level of judgment within the group as to which dogs should be on the smaller vs the larger 'standard' portions. For new people for c. 1 week, the male / female split can be used but then you really need to push judgment.

SO...you have come up with your standard for the week and you have added that to the top of the sheet.

Then, write next to each anomaly (ideally a maximum of 4 per area for ease of memory) something like +1M or + ½ D next to the dogs name. Ideally, give the extra portions either as meat or as dry food since otherwise the people feeding have a harder memory challenge. Remind them that the visual chart is designed to help them to remember both the location of the anomalies in their area and then also the extra feed needs.

If you have pups, figure out how much they should be getting, per day, per age, and then divide that by however many times they are getting fed per day, X number of pups in the litter and then find an easy measuring scoop that you can use as your 'measuring guide' (2 cups / small blue scoop / large blue scoop etc) that you should write on the feed chart as a guide to how much to give for each feed.

If you are doing a soup in the morning, (winter feeding system) you will have to work out a clear norm as to how much food or meat needs to go into each bucket and what the preparation method is.

Finally – you know how much meat is being used and approximately how much food (eg, 80 dogs are on the standard amounts – maybe 60 of these on the larger standard and 20 on the smaller standard and then a further 20 have anomalous amounts). From this, you can calculate the total amount of dry food being used, ideally, per feed, and clearly write on the food chart the number of bags that people should be using per feed.

You should check, when people return from feeding, that this is actually what is being given out since if they are using a lot more or less than you have calculated that they will need, then they are either not following your charts or your calculation is wrong.

FYI: How does your calculation tally with the standards that dogs are given on different farms at different times of the year? Have you found those spreadsheet reference notes? There is a lot of info available within the various spreadsheets and worksheets but don't try to get your head around everything at once. Master the basics and then build knowledge to apply it further.

Finally, make sure that you have clearly marked the number of water containers that need to be taken to the farm for morning and evening feed and again check that that many are being used or the dogs are probably not being given enough water. Keep an eye on the fact that the bowls should be ¾ full, overnight.

The dog positioning spreadsheet must be printed out and displayed in 2 areas; in the farm house kitchen on the fridge and on the dog kitchen door. In Valimaa it should be on display in the main cabin and in the dog kitchen. The new weekly feeding chart should ideally be in operation by feeding time on the day following the dog check and you will have a chance to present it to the group that lunchtime, in anticipation for the evening feed on the following day.

Point out clusters of skinny or fat dogs, for instance, when going through this with the group over lunch the next day. Challenge people to commit to 'their side' at lunch, so that they can already look at the list on the fridge / dog kitchen door before heading to the farm. If they really can't remember things, then they can write notes on the anomalies in their notebooks. The sheet on the farm is just an emergency back-up for when jobs have been completely changed during the afternoon and someone finds themselves feeding who wasn't planning on being. You should NOT see most people needing to reference this. Most people can remember up to 10 anomalies fairly easily – ie even if they are doing 2 sides, particularly since the anomalies should be more or less always the same dogs.

If you decide to change the amounts during the week, again make sure that you annotate each of the three charts that will be up around the farm. If you have done this, then you should not need to communicate a change – theoretically – since people are checking food amounts daily. However, in reality, it is best to always communicate.

I would double check each person during feeding at least once a week. Wait until they have started on their side and then go over to them and challenge their knowledge of both the norm and the anomalies on their side just to see that they are going to be feeding the correct quantities and that they have been following your system.

7b Update the 'Wkly Food Quantities HH' (Dog Info → HH Farm → Positioning & Feeding) (Valimaa: 'Wkly Food Quantities SS' (Dog Info → SS Farm → Positioning & Feeding)).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
2011													2012																
Month	Wk	Date	Training status	No. of dogs	Which meat	How much meat total	Av. meat (g) per dog	Which dry	How much dry in total	Av. dry (g) per dog	Av. (g) additional protein/meal per dog/day	Month	Wk	Date	Training status	No. of dogs	Which meat	How much meat total	Av. meat (g) per dog	Which dry	How much dry in total	Av. dry (g) per dog	Av. (g) additional protein/meal per dog/day	Month	Wk	Date	Training status	No. of dogs	
Aug-11	33	19th - 25th		101	March (16g)	224g	204g		204g	185g		Aug-12	33	13th - 19th		107	Handmade + March (Hill)	204g (7)	187g (7)		44.6g	455g			Aug 13	33			
Aug-11	34	22nd - 28th		101	March (16g)	224g	204g		204g	185g		Aug-12	34	20th - 26th		107	Handmade	204g (7)	187g (7)		44.6g	455g			Aug 13	34			
Aug-Sept 11	35	29th - 4th		101	March (16g)	224g	204g		204g	185g		Aug-Sept 12	35	27th - 2nd		107	Handmade	204g (7)	187g (7)		44.6g	455g			Aug 13	35			
Sep-11	36	5th - 11th		101	March (16g)	224g	204g		204g	185g		Sep-12	36	3rd - 9th		107									Sep 13	36			
Sep-11	37	12th - 18th		101	March (16g)	224g	204g		204g	185g		Sep-12	37	10th - 16th		107	Handmade	404g	374g		22.3g	233g			Sep 13	37			
Sep-11	38	19th - 25th		101	March (16g)	224g	204g		204g	185g		Sep-12	38	17th - 23rd		107	Handmade	404g	374g		26g	266g			Sep 13	38			
Sep-11	39	26th - 2nd		101	March (16g)	224g	204g		204g	185g		Sep-12	39	24th - 30th		107	Handmade	404g	374g		22.4g	249g			Sep 13	39			
Oct-11	40	3rd - 9th		101	March (16g)	224g	204g		204g	185g		Oct-12	40	1st - 7th		101	Handmade	404g	374g						Oct 13	40			
Oct-11	41	10th - 16th		101	March (16g)	224g	204g		204g	185g		Oct-12	41	8th - 14th		101	Handmade	404g	374g						Oct 13	41			
Oct-11	42	17th - 23rd		101	March (16g)	444g	411g					Oct-12	42	15th - 21st		101	Handmade	404g	374g		3.3g	34g			Oct 13	42			
Oct-11	43	24th - 30th		101	March (16g)	444g	411g					Oct-12	43	22nd - 28th		101	Handmade	504g	463g		3.3g	34g			Oct 13	43			
Oct-Nov 11	44	3rd - 9th		101	March (16g)	514g	519g		51.9g	123g		Oct-Nov 12	44	29th - 4th		101	Handmade	404g	374g		3.3g	34g			Oct 13	44			
Nov-11	45			101	March (16g)	514g	519g		51.9g	118g		Nov-12	45	5th - 11th		101	Handmade	404g	374g		20g	185g			Oct 13	45			
Nov-11	46	18th - 24th		101	March (16g)	424g	389g		10.4g	97g		Nov-12	46	12th - 18th		101	Handmade	404g	374g		40g	370g			Nov 13	46			
Nov-11	47	25th - 2nd		101	March (16g)	424g	389g		12.9g	119g		Nov-12	47	19th - 25th		101		44g	407g		40g	370g			Nov 13	47			
Nov - Dec 11	48	28th - 4th		101	March (16g)	514g	519g		51.9g	119g		Nov - Dec 12	48	26th - 1st		101	(16g)	554g	509g		20g	185g			Nov 13	48			
Dec-11	49	5th - 11th		101	March (16g)	424g	389g		42.7g	116g		Dec-12	49	2nd - 8th		111	Handmade	404g	374g		15g	160g			Dec 13	49			
Weekly Dog Olys													Stock Check													Freezer Capacity			

This is a summarised sheet which tells us at quick glance, how many grams of both meat and dry the dogs are using, each week. This provides important comparison data across the years so that you can see what we were feeding this time last year (particularly important through the changing mileage seasons). This is also what we can use, over time, to build up a picture of how well the dogs maintain weight on new / different food brands.

7c Make sure that the farm planning document on the fridge door matches, at all times, the position of the dogs on the farm.

As part of sorting out the feeding amounts for the farm, you will have automatically made sure that the dogs are in the correct places on the farm planning document. Whilst you should only print this out, once a week, (unless there is a mass farm change), it is good to annotate the fridge door copy and, ideally, also the dog kitchen door copy, and, ideally, also update in the computer file itself, as changes are made.

NB: Linked to this, make sure that the name signs on the kennels and cages are also in the correct positions. Are the heat signs also updated? (These need to be kept up to date through the week at the end of every heat check).

7d Assign individual guide responsibilities based on weekly needs and follow through, mid-week, to ensure that these action items are being completed

Any dog that needs treatment in the forthcoming week must have a summary note in the weekly medical overview chart. This applies to everything from nail clipping needs that were not attended to immediately, to (potentially) hair plucking, collar sores, collar changes needed, pressure sores and medication needs. You can obviously have new issues arise during the week – don't bother printing out a new chart. Just add the info in, by hand.

When you are working on the next week's sheet, do not delete previous sheets and do not, either, blindly stick information in, without thinking through what was on the sheet the previous week and what areas of treatment – if any – got missed out. It might be, for instance, that you didn't get a chance to cut nails or to pluck hair. If so, make doubly sure that it doesn't carry through again to the following week.

Copy the latest weekly chart and insert this into the top of the spreadsheet, so that there is a complete log of each weekly medical chart as a back up to various other files in case information does not get cross referenced properly for some reason. The latest most recent medical chart will be at the top of the page. Change the date of the top medical chart.

Work through the injured dogs on the chart first; double checking that any changes in medication / treatment is inputted into the chart. It may be that you have an injured dog from the Santa Safaris farm here at Hetta Huskies. Insert the appropriate details into the visiting SS dog box. Likewise, remove dogs from the chart that have recovered from their injuries. It's very important to note that by changing details in the Weekly Medical chart you must also make sure that the treatment notices on the dog kitchen door are up to date and so is the medical book! Now, input your findings from your sections on nails, stiffness etc into the chart. In most cases you will check on severe problems, but other volunteers can be assigned massage and nail clipping duties.

Make sure that if you put someone's name against a section of the chart (and do try to do so, so that everyone feels included), you ensure that they KNOW that their name is there and that it is, therefore, their responsibility to follow through. However, it is your responsibility to check again, mid-week, that everything is going to get done before close of week. Use lunchtimes and briefings to drive this.

If you want to use the short term planning preview file, you can do so for things like vet visits that are due, vaccinations coming up, pregnancy checks needed etc. It isn't really designed for ongoing medication needs – just for things that we need to coordinate with outside bodies.

8 Complete medical stock checks and organize medications to be re-ordered in a timely fashion

Target time – 45 minutes to an hour for one person (including sending an email to Anna and updating the Stock Check table) for this whole section....

Once done, make sure to reorganise the medical cabinet so that only the medications being used that week are in there! And also that there aren't two of anything e.g. Betadine and clean out the drawers of the blue medical container and shelving containing medicines. The area should be spotless.

8a Update 'Medication Usage' file in Dropbox.

The medication that has been used during the week can be calculated by looking at the individual medical charts.

Example 1:

Manso – Cut on chin
Synolux 1am+1.5pm
5 days

This means that 12.5 (2.5 x 5) Synolux tablets were used this week from this one treatment.
Go to 'Dog Info', 'HH Farm', 'Medical' and 'Medication Usage'.

Example 2:

Anitra – Coughing
0.5 Medrol am
Ongoing.

This means that 3.5 (0.5 x 7) Medrol tablets were used this week from this one treatment.
Go to 'Dog Info', 'SS Farm', 'Medical' and 'Medication Usage'.

Anitra's condition is 'Ongoing' and so will have her weekly totals summated into the total months usage e.g. 15.5 for the 31 days of October.

This file is a legal requirement for the vet and should be updated every week as part of the in depth dog check.

8b Complete medical stock checks

The amount of medication used this week can then be subtracted from the previous weeks stock values, and occasionally double-checked against the real value of stock remaining. If the 'Medication usage' file is completed accurately, a check against the 'real value' (i.e. a physical stock check) should only need to be done every two months to prevent the culmination of errors.

Obviously, this assumes that the base check has been done well, so if you are a new person taking over this job, it is worth doing the job once, yourself, to see what we have and what medications are available even if not commonly used, and then maybe doing one good stock check every/every other month.

Check the quantities of all of the medical stock located in the three boxes in the Dog Kitchen and in the Farm House. Cross-reference your quantities with the minimum amount noted in the Stock Check tab in the spreadsheet entitled 'Medical Stuff for both farms'. See if you find any medicines or tools or bandage-type things that are not on the stock check list. If there are, it is by mistake, so add them.

The reason why we carry out the stock check is to ensure that there is a constant supply of commonly used items. Once you know what is running low, let Anna know, by summarized email, what to order from the vets.

Commonly used items include: Synolux, Clindabuc, Kefamastin, Betadine, Canofite, Gauze, Petflex adhesive bandages, Cellona, Athletic tape, Megaderm, Syringes, Vetramil, Metacam, Keflaex and Norocarp.

Some treatments such as Advocate do not need to be ordered and does not need a minimum amount, as it is bought once the appropriate injury occurs and is expensive. After 1 week of being the dog overseer you will have a basic knowledge of the stock at Hetta Huskies and the stock levels of commonly used items. Take some time to look at the medication in the dog kitchen, expiry dates, and the medication noted on the dog kitchen door treatment notices as a starting point.

Finally some tips from previous dog overseers:

- I have found my notebook very useful, it's very annoying when you cannot remember the name of a medicine and then struggle to update the Dog Overview tab or Weekly Med Chart
- Make sure that the dog kitchen door treatment notices are being filled in! Volunteers do forget to sign their names and this is one of the hardest things to drive but it is important that a dog is treated / not treated twice! Generally the person who feeds in the sick area will give the basic meds but you are likely to be in charge of things like flushing wounds and changing bandages – and THINKING. Eg just because the dog HAD a bandage, does it still need it? Believe it or not, you can't expect that anyone else will look at a wound and notice either infection or the fact that it is healed and no longer needs treatment. However, the extent to which you drive them to think for themselves will definitely impact this – but never feel like you have let this responsibility go. Ultimately, it is in your hands. For example, I kept an eye on Yella's skin condition. He was treated with Canofite every day but I made sure that his chest was shaved, and that the crust was removed often via showering and that we tried other treatments like baby oil just to see if something else would help.
- Get to know about food quantities by looking at information in the 'dropbox'. You may be asked to change food quantities to suit the condition of the dogs, or there may be a time when there is a food shortage of some sort. You will need to be aware of certain details, e.g. if a meat block is cut into 50 meatballs then 1 meat ball is ? grams! This can be found in the 'dropbox'!
- All new medication should be recorded into the Treatments Used tab in the Medical Stuff for Both Farms spreadsheet. Include as much information as possible. You may have to undertake research on the internet to fill in some of the cells!
-
- Most of the spreadsheets you will use in the 'dropbox' will be in the Dog Overview folder, but, double check with anyone else on the computers, or via Skype, at the Daavi Farm (Santa Safari Farm) that no-one has the file you want to open, open. You don't want conflicting information, or to lose your work!

The dog overseer has a lot of responsibilities and it may seem to you that you have a lot of duties to undertake. But, these are enjoyable and very interesting. You will get to spend a lot of time with the dogs and your confidence and handling of shy dogs will grow, alongside your medical knowledge. You will gain very good practical, communicational and organizational skills. I am confident that you will enjoy being the dog overseer!

9 As and when needed, create and update Dog Kitchen Treatment / Injury Notices for individual dogs

Target Time – 10 to 15 minutes for one person.

It will be your duty to create or update injury/treatment notices for all of Hetta's injured dogs. However, since you aren't working here all the time, make sure new people also know where to find and how to write these up. In general, these do not get made up anew on a Sunday since we want to make sure that Day 1 on the chart is Day 1 of the treatment. NB: For every 3 pages of Day 1:14 that are printed, there is one copy of Day 14 onwards that gets printed at the same time, so dogs on longer medication courses should always be on the correct day of their medication.

The notices are to be displayed on the dog kitchen door (or above the sink in the dog kitchen in Valimaa) and it is your responsibility to do a morning and an end of day check to ensure that they have been signed off. **Don't let anyone leave without them being checked and without checking that Bono's eyes have been done, at the end of the day.** On a similar note, if a check for taking a dog off medication is coming up on the following day, have a think for yourself as to whether or not it is likely that they will be coming off the meds and, if you are not going to be here the next day, pass the responsibility for the decision back to or Anna and remind the other guides that the treatment may or may not be continuing based on the decision that is made, so that they don't blindly follow the chart without stopping to think for a moment.

Any volunteer should be able to give the appropriate medicines to an injured dog by consulting your notices so they need to be clear.

If, for example, you had to fill in a notice for a visiting Santa Safari dog that needed antibiotics twice daily and occasionally needed to have its wound flushed or its bandage changed, you would proceed as follows.

If you know that the dog needs Synolux twice a day, the general rule is that a dog between 15 and 20kg would get ½ a tablet in the morning and 1 tablet in the evening, a dog between 20 and 25kg would get 1 tablet morning and evening and a dog over 25kg would get 1 in the am and 1.5 in the pm. They get the larger portion in the pm since that is generally going to be the longer gap between tablets. This is why you push people to medicate first thing post watering and pre-pooing and why you push for medication to be given at the very end of the day, rather than just after the feed of the sick dog area.

Below is a table showing the amounts of antibiotic given

To note this on the treatment notice, you would put, eg, 'Synolux ½ + 1'. Any volunteer treating the dog would sign their initials for the AM meds and then the PM meds.

The notices are located loosely at the front of the Dog Medical Book and can be printed off from the computers in the Farm House kitchen. You must clearly and neatly fill in the notices, fill in the name of the dog (the notice is self explanatory), the location of the injury and the treatment that needs to be given and when.

When dogs are taken off the meds, take their individual sheet down and cross their treatment needs off the weekly overview sheet (although they will generally need follow-up for a couple of days).

As an example of what to do in case of injury, if a dog is injured you would:

- a) Treat the wound and decide if it needed a vet visit or not*
- b) note the injury in the Dog Medical Book (that is located in the hall in the Farm House / in the cabin at Valimaa) and then*
- c) update the Dog Overview tab in the 'Vacs Meds' spreadsheet.*

To ensure that the dog is treated correctly you would then:

- a) create an individual treatment note to display on the Dog Kitchen door detailing what medication is needed (spare copies should be kept available in the dog medical book at all times – print them out when needed from the medical sheet across both farms) and*
- b) update the Weekly Medical Chart displayed in the Farm House kitchen and on the Dog Kitchen door.*
- c) Follow through and make sure that the charts are ticked off each day (your responsibility each morning and evening before leaving) and that the checks for taking the dog off the medication are also carried out and the judgement calls made, at the appropriate time.*

10 Keep on top of long-term medical timelines like vaccination needs, deworming etc and plan, with Anna, that these take place at appropriate times

You will be able to see that the previous person in charge of dog care will have highlighted the next vaccination needs by coloring them in order of date urgency. If you have new pups, you will always need to work out their vaccination plan (deworm at X and X weeks, stronghold at 6 weeks, quad at 12 weeks and quad and rabies at 16 weeks).

Once you have these planned these into the medical spreadsheets (and these will need to be amended, again, once the pups have names but for the first few weeks, just have the pup down as the name of the mom x 1, 2, 3 etc), then the information needs to be sent to Anna to be put into the project planning file as a back-up.

If you work in outlook and have your own computer, it might be worth putting a reminder into the calendar as a further back-up to make sure that the pups and dogs do not miss these key milestones. If a quad and rabies vaccination is missed, date wise, it can invalidate the whole passport and mean that the dog has to go through unnecessary blood tests etc, at quite high cost.

11 Keep detailed notes on the back of vet visits and update all individual dog records accordingly.

When the vet comes to the farm, have all the dogs that need to be seen by her ready in one area – eg on a travel chain by the house / in the sick dog area - unless we are doing a vaccination of a large number – in which case, have a printout for yourself of which dogs need to be seen so that you can do this in the most efficient manner possible.

If you are working in a fixed place (eg in the Valimaa cabin) and you are bringing dogs back and forth, then one person will need to be constantly taking dogs to and fro, another will need to be holding the dog being investigated and another will need to be recording what the vet is saying.

You need to have printed out, also, a treatment history of the dogs that you are presenting to her. Either that, or have the information very well in your head / the dog overview spreadsheet open in the background on your computer so that she can ask questions about the history of the treatment.

Since you have some language challenges, normally, with the vet, and since she will be thinking out loud about treatment options to a certain extent, you basically need to just write down what she is saying and then double check if you have finished with that dog but are still at all unsure about the course of action. You can either do this on the hard copy print out or directly onto the excel sheet about the treatment histories that you have prepared on the computer.

Later on that day you should attempt to put your notes in order and to summarise the treatment history and plan of action for each dog.

Valimaa Winter Tabs

Frostbitten balls and nipples are a big problem in Valimaa during the winter. Ball and nipple checks are carried out from the first cold and snowy days in October/November until May. Female dogs get their nipples checked during every heat check. Male dogs who have had issues with frostbite in the past get their balls checked every heat check day also. Every male gets their balls checked during the main weekly dog check.

You will also be responsible for keeping the cold issues tab up to date. This lists the dogs with frostbite, coughing or skin conditions who should ideally come inside when it's cold. This list hangs up in the cabin and is used to help people decide which dogs to bring inside at night. On super cold nights guides should spread out to maximise sleeping space and the number of dogs that can be brought in. Fill the dog kitchen with as many dogs as you can on these nights also.

12 Drive maintenance tasks in the farm area that have a direct impact on the health and well-being of the dogs (cage, kennel and chain fixing, sand-work etc)

You will have made notes, during your dog check, about any major living space issues. On Monday the dog living space check will have been completed and you will need to drive their completion through communication with the day's project manager / Anna if you don't have time or skill to complete them yourself.