

HEALTH CLINIC CHAIR

Responsible for the overall planning, execution and reporting of the results of the Health Clinics. Recruits and oversees the various clinic volunteers and ensures that all the details of the Clinic are attended to. Fills in for unassigned positions as required.

Qualifications

- A highly organized individual with good communication skills
- Previous attendance at a health clinic. (Previous experience in planning a health clinic is highly recommended by not required.)
- Possess basic knowledge about the clinical procedures of each test and able to answer basic, non-medical questions
- Familiarity with the required forms and filing procedures of each test
- Experience in planning of events and the ability to apply the following basic management skills: (e.g. setting priorities, making decisions, being resourceful and solving problems quickly and efficiently, dealing effectively with people, meeting deadlines, and compiling records)

Time Commitment

This is at least a one-two year assignment, with busy periods occurring at the beginning for selecting the location, event date(s), tests and specialists (if full-scale clinics offered); at about a year along for finalizing equipment needs, information for planning booklet, premium list and Specialty website, soliciting volunteers and from about one month before entries close until the last participant is gone. There is also a two-week period after the Specialty when letters of appreciation should be sent and the Committee Chair Report filed.

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance and Health Clinics, noting all details of the position description, relevant deadlines and BMDCA policies (bold and underlined text).
- Work with Show Chair to determine site capabilities and tests to be offered.
- Work with Show Chair to develop the budget and pricing.
- Notify Hotel Liaison to reserve all necessary space/meeting rooms.

At Least One Year Out

- Plan on attending current year's specialty if possible to learn from current Chair and make contacts for your event. If unable to attend, contact past Chair to gain knowledge of what worked well, what didn't, etc.
- If desired, formulate a Health Clinic Committee and assign committee members to be responsible for their own areas.
- Contact veterinary specialists (if applicable) and confirm participation, including their fees, expected reimbursement, the number of dogs per hour, etc. (See attached Veterinary Confirmation Letter). **NOTE: The Show Chair is the only individual who can sign contracts.**
- Develop budget and determine participation fees. Advise Show Chair.

At Least Six Months Out

- Submit information for the planning booklet, premium list and website to the respective Chairs by prescribed deadlines.
- Update Show Chair on forecasted income and expenses (i.e. cost of kits, postage, specialist travel, medical supplies, office supplies for health clinic packets, etc.)

At Least Three Months out

- Begin recruiting experienced volunteers to assist with Health Clinic operations.

At Least One Month out

- Confirm reservation counts and order kits.
- **Submit all payments to the Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form.** (See Chapter 6 Attachment A-3.)
- Notify specialists of final counts and reconfirm their availability, travel plans, necessary supplies, forecasted expenses, etc. Advise Show Chair of any necessary budget adjustments.
- Prepare clinic schedule.
- Confirm set-up requirements with Hotel Liaison.
- Confirm volunteers.

No Later than Two Weeks Out

- Prepare Health Clinic packets and coordinate distribution with Registration Chair.
- Create signage and purchase authorized budgeted equipment/supplies.
- Coordinate lunch for vets with the Judges Hospitality if nearby options are limited.
- Reconfirm volunteers.

Week of the Specialty

- Distribute health clinic packets and volunteer reminders,
- Arrive early on the day of the clinic to post signage, deploy staff and manage arrivals.
- Supervise clinic to ensure event flows smoothly.
- Submit all day of clinic payments to Specialty Treasurer (if allowed) on the prescribed form in a timely fashion. (See Chapter 6 Attachment A-3).

Within Two Weeks of the Specialty

- Collect all paperwork and test swabs and ship as appropriate.
- Send a thank you note to each specialist, event committee member and clinic volunteer
- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

Key Statistics for Historical Data:

1. Number of AKC/DNA and Price Charged
2. Number of vWD DNA and Price Charged
3. Number of Cardiac and Price Charged
4. Number of Eye Exams and Price Charged
5. Number and Price for all other tests, items involved in Health Clinic