

RFGS Clinic Guidelines

The following guidelines are intended to help clinic organizers plan a successful clinic event.

- Date – select a date which will encourage desired level of participation
- Venue
 - The venue must be climate controlled so the dogs are not adversely affected by heat or humidity
 - Requires a quiet area to conduct the pre and post exercise auscultation exams (similar to the exam area for cardiac or eye exams), ideally a separate exam room
 - Requires an area to conduct the exercise test which consists of a 3 minute brisk walk at a 4-5 mph pace
 - There must be internet access for the examiners to record their exam results
 - Equipment
 - A table for the exams, and ideally a ramp for Bulldogs since that is what they are most accustomed to
 - Paper towels, a towel for the exam table if slippery, cleaning supplies
 - A smart phone app such as MapMyWalk to measure the walking speed during the exercise portion
 - A timer to time the exercise test
 - Scale to weigh dogs if available
 - Microchip scanner
- Determine whether pre-registration is required or whether to allow walk ups, if walk ups are allowed blank application forms must be available, and ideally a laptop or tablet with internet access to complete onsite online registration prior to the exam
- Staffing
 - Veterinary Examiner – must be OFA approved to conduct RFGS exams, the examiner will determine their own exam fees
 - Check in personnel – minimum 1 person to check owners and dogs in and regulate the queue for the exams, can assign additional duties such as weighing or microchip scanning
 - Secretary – if walk ups are allowed, then an additional person should be available to assist the owner in completing the online registration process (encouraged) or completing a paper application form, if paper applications are used, they must accompany the dog into the exam room for the examiner's diagnostic results, and there must be a custodian to ensure these paper copies are secure and promptly forwarded to the OFA following the clinic
 - Dog walkers – the exam protocol allows the dog to be walked by the owner or a designated walker for the exercise portion. To help ensure consistency and the required pace, using a clinic walker is encouraged
- Coordination with the OFA
 - The clinic must be registered with the OFA prior to the event to allow for online registrations
 - Each clinic should have a designated Clinic Coordinator that has familiarized themselves with the OFA Online tool
- Promotion
 - Awareness will encourage attendance and participation, have RFGS materials available electronically prior to the event, and in hard copy at the event
 - Utilize the OFA clinic calendar, the premium list and judging programs, social media, club newsletters, word of mouth, club to club communications