

Self Assessment Checklist for Veterinary Hospital Superintendents

Issue April 2019
Review Annually
Reference Number GH03

Consent		
	Procedures to ensure that where it is practicable to do so the veterinarian obtains informed consent from the person responsible for the care of an animal before providing veterinary services to the animal	<input type="checkbox"/>
	Informed consent includes informing the person responsible for the care of the animal the likely extent and outcome of the veterinary services, an estimated cost of those services and where appropriate options for referral	<input type="checkbox"/>
	Where a signed written consent is obtained this record is maintained for at least 3 years	<input type="checkbox"/>
	Where a signed written consent is not obtained a note regarding the likely extent and outcome and an estimated cost of veterinary services is added as soon as practicable to the medical record of that animal	<input type="checkbox"/>
	Where consent is obtained by telephone this is noted in the records together with information above	<input type="checkbox"/>
Client Communications		
	Communication with clients, including telephone conversations, noted in the medical record where appropriate	<input type="checkbox"/>
	Communication with clients regarding options for referral noted in the medical record where appropriate	<input type="checkbox"/>
	Itemised receipts available when requested	<input type="checkbox"/>
	Written post treatment care instructions available where appropriate, including information regarding availability after hours	<input type="checkbox"/>
	Clients informed of services available for hospitalised patients after hours	<input type="checkbox"/>
Records		
	Procedures for maintaining, storing and efficient retrieval of client records for at least 3 years	<input type="checkbox"/>
	Records of any consultation, procedure, test or treatment made as soon as practicable and in sufficient detail to enable another veterinarian to continue the treatment of the animal	<input type="checkbox"/>
	Any alteration to records clearly identified in the record including the date of the alteration	<input type="checkbox"/>
	A stocktake of S8 substances is performed at least twice yearly (March and September), and more frequently as required. When a veterinarian takes over control of super stock for a period of one month or more a stocktake of S8 substances is also performed.	<input type="checkbox"/>
	Radiographs identified with the name of the practitioner or hospital/clinic, animal, date and identifying the left and/or right sides of the animal	<input type="checkbox"/>
Current Standards		
	Procedures to ensure access to restricted substances limited to only when a veterinarian is on the premises unless supplied in accordance with poisons and therapeutic goods legislation	<input type="checkbox"/>
	Appropriate licences held for radiographic equipment and persons taking radiographs as required by the relevant legislation	<input type="checkbox"/>
	Procedures to ensure only authorised identifiers insert microchips and only authorised persons access information contained on the NSW Companion Animals Register for the purpose of reuniting injured and or lost cats and dogs with their owners	<input type="checkbox"/>
	Personal monitoring dosimeter issued to all persons working in equine veterinary radiography and should be issued to all occupationally exposed persons	<input type="checkbox"/>
Biosecurity		
	There is a written infection control plan based on current standards for personal biosecurity and including coverage of personal protective actions and equipment, protective actions during veterinary procedures, environmental infection control, and employee health	<input type="checkbox"/>