Self Assessment Checklist for Veterinary Hospital Superintendents

Issue	April 2019
Review	Annually
Reference Number	GH03

General Requirements		
Ownership		
	Current ownership details up to date	☐
	Licence holder ABN and name of licence holder identified on receipts	☐
Licence sign		
	Board approved sign displayed in a location reasonably expected to be seen by clients entering the premises	☐
Superintendent		
	Current superintendent details up to date	☐
	Superintendent on premises at least once per week	☐
	All employed veterinarians are currently registered	☐
Facilities and Equipment		
General physical facilities		
	Good condition with the immediate surrounding areas, exterior and the interior of the premises maintained in a clean, orderly and sanitary condition	☐
	Designed and constructed so as to prevent the escape of an animal brought into the premises and to ensure the effective confinement of that animal at all times including self closing devices on doors entering and exiting the premises	☐
	The premises must be a permanent area with no other uses or a permanent area appropriately separated by an internal barrier to ensure security, appropriate disease control measures, and clear delineation of facilities, equipment and staff between the two businesses	☐
	Adequate floor space for the separation of functions and efficient operation of all activity areas	☐
	Internal walls and floors that can be easily cleaned and disinfected, adequate ventilation and must be free from offensive odours	☐
	Ventilation and equipment for adequately heating and cooling the interior of the hospital if required to ensure client and patient comfort in terms of temperature and air quality	☐
Reception and waiting area		
	A single purpose area of a size and design, and with a seating capacity appropriate for the size and species of animal	☐
	Equipment for weighing animals located in this or another area of the hospital	☐
Consultation area		
	A single purpose separate room with adequate lighting for carrying out examinations of small animals equipped with:	☐
	An examination table that is capable of being easily cleaned and disinfected	☐
	A suitable hand wash basin supplied with hot and cold running water	☐
	Instruments and equipment necessary to conduct thorough clinical examinations of animals	☐

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Pharmacy and drug storage		
	A separate area within the premises that is not accessible to the public for the storage of restricted substances (S4 and S8 medications)	☐
	The area must be capable of providing a standard of security for restricted substances as required by the relevant legislation	☐
	A range of restricted substances adequate for the range of procedures undertaken and appropriate for veterinary treatment of animals in accordance with current standards	☐
	The area must be suitable for the storage of restricted substances in accordance with the requirements of the manufacturer including a refrigerator for cold storage as required which is not used for food, drink or noxious samples	☐
	Facilities and equipment for recording the purchase and use, and labelling of restricted substances as required by the relevant legislation	☐
	Secure storage of euthanasia solution	☐
	Appropriate disposal of any expired medications	☐
Surgery area		
	A separate surgical room for small animals which is not a thoroughfare and has one interior access entrance only	☐
	Adequate equipment and instrumentation for the competent performance of surgery	☐
	Surgical table of impervious material which can be readily cleaned and disinfected	☐
	Surgical lighting in addition to room lighting	☐
	All furniture and equipment capable of being cleaned, disinfected or sterilised	☐
	All surgical procedures to be carried out under sterile operative conditions within the surgery room. No unnecessary equipment permitted in the surgery room	☐
	Surgery room is not to be used for any other purpose	☐
	An area for personal pre-surgical preparation separate from the surgical room	☐
	Equipment available for performing intubation, providing oxygen, administration of fluid therapy, maintenance of body temperature, provision of gaseous anaesthesia, and monitoring of anaesthesia in accordance with current standards	☐
	Anaesthetic recovery area which is a separate area to allow for the constant monitoring of recovery animals, with readily accessible emergency equipment, and which can be readily cleaned and disinfected	☐
Treatment and Preparation area		
	Separate area suitably equipped for the pre-surgical preparation and treatment of hospitalised patients	☐
	An autoclave capable of properly sterilising all surgical instruments and drapes used by the hospital	☐
	Inhalational anaesthetic system available	☐
	Facilities for bathing of in-patients	☐
Laboratory facilities		
	A separate area with adequate bench and shelf space	☐
	A refrigerator for the storage of laboratory requirements and samples as appropriate and which may be used for the storage of restricted substances	☐
	Facilities for the simple examination of blood, serum, urine and faecal specimens in addition to demonstrable access and usage of a professional service in haematology, chemistry, bacteriology, parasitology and pathology if these services are not carried out on premises	☐

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Radiology facilities		
	Radiographic equipment and facilities for the taking, processing and viewing of radiographs and capable of producing radiographs of diagnostic quality appropriate to the range and size of animals seen at the hospital	☐
Patient accommodation		
	Facilities must be adequate in number and size for the species of animals to be individually accommodated	☐
	Constructed of solid impervious material free from rust, readily cleaned and disinfected, adequately drained and maintained in sanitary condition so as to ensure comfort	☐
	Equipped with adequate lighting, heating and/or cooling, ventilation and soundproofing for patient comfort and as required by other relevant legislation	☐
	Facilities for the storage and preparation of food for consumption by animals and this area must be separated from other areas of the hospital, be free of vermin, and be capable of being easily cleaned and disinfected	☐
Disease Control areas		
	Patient accommodation compliant with general requirements and available for isolating animals that are suffering from suspected infectious diseases providing a physical and air space difference from all other areas of the hospital so as to prevent the spread of disease to those other areas	☐
	Contaminated surgical procedures and necropsies performed under strict disease control conditions in a dedicated area	☐
Amenities		
	Office facilities convenient to staff and clients	☐
	A library containing up-to-date reference material in either hard or soft copy and including access to internet based resources which cover the range of animals and conditions seen at the hospital.	☐
Processes		
General		
	All staff appropriately qualified and trained	☐
	Maintenance program for facilities	☐
	Sanitary and aesthetic disposal of all wastes and excreta, cadavers and sharps at intervals to avoid the generation of offensive odours, offensive appearance and health hazards	☐
	Procedures for the safe and secure exercising and toileting of patients and which are appropriate for the number and species of animals seen at the hospital	☐
Servicing of Equipment		
	Procedures to ensure all equipment maintained in accordance with manufacturer's requirements including:	
	Anaesthetic monitoring equipment	☐
	Vaporisers	☐
	Radiographic equipment	☐
	Diagnostic equipment	☐
	Patient heating equipment	☐
	Autoclave	☐

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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	☐
	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	☐
	Where a signed written consent is obtained this record is maintained for at least 3 years	☐
	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	☐
	Where consent is obtained by telephone this is noted in the records together with information above	☐
Client Communications		
	Communication with clients, including telephone conversations, noted in the medical record where appropriate	☐
	Communication with clients regarding options for referral noted in the medical record where appropriate	☐
	Itemised receipts available when requested	☐
	Written post treatment care instructions available where appropriate, including information regarding availability after hours	☐
	Clients informed of services available for hospitalised patients after hours	☐
Records		
	Procedures for maintaining, securing and efficient retrieval of client records for at least 3 years	☐
	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	☐
	Any alteration to records clearly identified in the record including the date of the alteration	☐
	A stocktake of S8 substances is performed at least twice yearly, March and September, and more frequently as required. When a veterinarian takes over the role of superintendent for a period of one month or more a stocktake of S8 substances is also performed.	☐
	Radiographs identified with the name of the practitioner or hospital, client, animal, date and identifying the left and/or right sides of the animal	☐
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	☐
	Appropriate licences held for radiographic equipment and persons taking radiographs as required by the relevant legislation	☐
	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	☐
	Personal monitoring dosimeter issued to all persons working in equine veterinary radiography and should be issued to all occupationally exposed persons	☐
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	☐

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