



## Self-assessment Checklist for Veterinary Hospital Superintendents

Issue June 2018  
 Review Annually  
 Ref number GH03

### General Requirements

Minimum Standards	Things to look for	Complies
<b>Good condition inside and out</b>	This includes the exterior of the practice, painting, gardens, clean windows etc. internal paint throughout is in good condition, air vents, ceilings etc. are clean.	
<b>Escape proof</b>	Self-closing devices fitted on all doors that lead to the outside of the building.	
<b>Reception area</b>	Sufficient chairs and space for waiting clients and patients – sit down and take a client's view.	
<b>Internal walls and floors</b>	Are of a surface that can be easily cleaned and disinfected, no cracks etc. for dirt to accumulate, surgery and prep areas of higher importance.	
<b>Consult room</b> Plumbing, instruments	Have hot and cold running water, soap and hand drying, all necessary instruments to allow a thorough clinical examination, scales for weighing.	
<b>Pharmacy</b> Current date drugs Printed labels Dispensing procedures Animals under care	Area which is not accessible to the public, check for expired date drug and dispose, dispensing labels (keep out of reach children, prescription animal remedy in red at top, practice details any colour at bottom), legible font size, all dispensing only for animals under veterinarian's care and only with veterinarian's authorisation, pharmacy not in direct sunlight, refrigerator for storage as required, supply of drugs adequate for appropriate treatment of animals, including pain relief.	
<b>Storage</b> Recording S8's and steroids Euthanasia solution secure	S8's stored in locked receptacle or safe attached to premises, purchases and use recorded as approved by NSW Health, regular stocktakes (at least March and September), stocktake by newly appointed superintendent (unless appointment for less than one month), anabolic steroid purchases and use recorded as S8, euthanasia solution secure (S4D) and preferably treated as S8 medication.	
<b>Prep area</b> Clean Equipped Autoclave	Equipped for procedures performed and equipment maintained in accordance with manufacturer's recommendations, e.g. steriliser, vaporiser, dental etc. Stocked with drugs and pain relief appropriate for procedures performed in accordance with current standards.	
<b>Anaesthesia and surgery</b> Clean Equipment Monitoring Maintained Sutures	Anaesthetics, monitoring (at least a pulse ox), adequate lighting, suture material, instruments all in accordance with current standards. Clean and as sterile as practically possible, check for dusty surgery lights, arms, vents etc.	
<b>Sharps and waste disposal</b>	Appropriate sharps containers and all clinical waste disposed of appropriately.	
<b>Diagnostic testing and Laboratory equipment</b>	Equipment appropriate for the diagnostic testing performed at the practice, if not, arrangements in place for external laboratory and prompt reporting.	
<b>Imaging</b> Radiology equipment Processing Ultrasound Labelling	Radiology equipment and developing or digital / appropriate labelling and storage. Equipment maintained in accordance with manufacturer.	
<b>Hospital accommodation</b> Clean Fluid administration	Separate kennel area, cages in good condition, no rust, adequate ventilation, heating and cooling, adequate fluid pumps – food preparation and storage areas clean.	
<b>Provision for isolation</b>	Separate isolation area for contagious disease cases, adequate heating and cooling, procedures and equipment in place to ensure there is no spread of the disease.	



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Minimum Standards	Things to look for	Complies
<b>Record keeping</b> Method of record keeping Recording all animal and client details Options given Referral  Certification	All consultation details, weights, tests, treatments, diagnosis, options, referrals, important client communications recorded in sufficient detail to allow another vet to take over the treatment of the case. Recording the fact that phone call/s were made to the client, options, consents, estimates discussed and recorded.  All certification is true and accurate and a 'known fact' of the vet providing the certificate e.g. vaccination.	
<b>Treatment admission forms</b> Procedures listed Estimate given	Evidence of informed consent to treatment.  Evidence that an estimate for the treatment was provided, a range is acceptable.	
<b>Records kept for 3 years</b>	Archive records in such a way so they are easily identified and retrieved and to allow appropriate disposal if required after 3 years.	
<b>Copy of legislation</b> Website Boardtalk  Code of Conduct	All the information regarding legislation, policies, guidelines, searchable current database of vets, specialists and hospitals etc. is available from the Board's website. Additional guidelines such as the AVA's guidelines for personal biosecurity are also available under Useful Links.  Download the 'Veterinary Practitioners Code of Professional Conduct' from website under Resources, Guidelines, Registration. Ensure all vets are aware of it.	
<b>Itemised receipts given</b>	At discharge, all clients should receive an itemised receipt of charges incurred as a result of any treatment whilst the animal was in hospital.	
<b>Discharge information</b> Post-surgery After hours care	Clients are provided with documented post treatment care of their animal to take home. Procedures in place to be available after hours for that discharged animal or have arrangements in place with another practice should the patient need veterinary care.	
<b>Use of drugs off label</b>	To be used only when well recognised current knowledge permits and client is informed.	
<b>Reference material current</b>	Reference material is appropriate, accessible and current for the work being performed e.g. web based / library.	

### Your general comments and areas that might be improved