



**Self-assessment Checklist for House Call and On-site
Veterinary Practices**

Issue
Review
Ref number

June 2017
Annually
GR02

Minimum Standards	Things to look for	Complies
Vehicle	The vehicle used must be clean and well maintained. The vehicle must also have: <ol style="list-style-type: none"> i. Secure storage for carrying drugs ii. Adequate measures to ensure full and accurate contemporaneous medical records to be completed iii. Sufficient instruments and equipment for a thorough clinical examination including scales for measuring the weight of small animals iv. Safe storage and transportation of waste materials including sharps Adequate suitable storage for refrigerated products e.g. vaccines v. Safe, well maintained and escape proof facilities for the transport of animals if required 	
Pharmacy supplies Current date drugs Printed labels Dispensing procedures Animals under care	Check for expired drugs and disposal, 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 for animals under vet's care, drugs not in direct sunlight	
Storage 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), anabolic steroid purchases and use recorded as S8, euthanasia solution secure (S4D) and preferably treated as S8 medication. Photographic evidence of the legal storage if at home or other premises.	
Surgical equipment On-site only	Appropriately equipped for procedures performed on large animals and equipment maintained in accordance with manufacturer's recommendations, e.g. steriliser, vaporiser, dental etc. Equipment cleaned and appropriately sterilised.	
Anaesthesia and post-surgery pain management On-site only	Anaesthesia and pain management available and provided in accordance with current standards	
Sharps and waste disposal	Appropriate sharps containers and all clinical waste disposed of appropriately	
Diagnostic testing and Laboratory equipment	Equipment appropriate for some diagnostic testing and arrangements in place for external laboratory and prompt reporting	
Imaging Radiology equipment Processing Ultrasound Labelling	Where imaging services are provided, equipment is licensed as required and maintained in accordance manufacturer's recommendations. Images are appropriately labelled and stored. Appropriate number and type of personal protective equipment is available.	
Record keeping 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	



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Records Management

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Consent Forms Procedures listed Estimate given	Evidence of informed consent to treatment. Evidence that an estimate for the treatment was provided, a range is acceptable	
Records kept for 3 years	Archive records in such a way so they are easily identified and retrieved and to allow appropriate disposal after 3 years	
Copy of legislation 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.	
Itemised receipts given	All clients should receive an itemised receipt of charges incurred as a result of any treatment	
Post-treatment information Post-surgery After hours care	Clients are provided with documented post-treatment care instructions for their animal where appropriate. Procedures in place to be available after hours post-treatment or have arrangements in place with another practice should the patient need veterinary care. Does this practice have an arrangement with a licensed veterinary hospital for the Referral of small animals? Referral of large animals?	
Use of drugs off label	To be used only when well recognised current knowledge permits and client is informed. Appropriate written instructions provided.	
Reference material current	Reference material is appropriate, accessible and current for the work being performed e.g. web based/library	

General comments and notes on areas that might be improved