

## APPENDIX B

### BRITISH COLUMBIA VETERINARY MEDICAL ASSOCIATION

#### PRACTICE STANDARDS

##### **PREAMBLE:**

The Practice Accreditation Committee may exempt a facility category not specifically covered under these standards from meeting particular requirements.

##### **1. GENERAL:** (applies to facilities with a public office)

- a. The building exterior is clean and in good repair with adequate lighting at entrances and walkways.
- b. The signage is legible, professional in appearance, and the contents are not misleading.
- c. The landscaping is well maintained; rubbish, litter and feces are removed as efficiently and as quickly as possible.
- d. The approaches are neat, tidy and free from hazards.
- e. Approved fire extinguishers are available and properly maintained.
- f. There are sufficient smoke detectors to monitor public areas, treatment areas and confinement areas.
- g. Staff are clean and neatly dressed.
- h. Office hours are posted for client information.
- i. Out of hours phone number is visible from outside the office.

##### **2. RECEPTION AREA:** (applies to facilities with public waiting areas)

- a. The area is clean and orderly.
- b. The area is free of offensive odors.
- c. A washroom is reasonably available, clean and tidy.

##### **3. BUSINESS OFFICE:** (applies to all facilities)

- a. The phone directory listings comply with B.C.V.M.A. Code of Ethics.
- b. Provision is made for 24 hour emergency veterinary service. This provision may be satisfied by:
  - i. Assignment of veterinarian on premises, or
  - ii. Referring the caller to a staff veterinarian, or
  - iii. Referring the caller to another facility or service.
- c. The following insurance is in place:
  - i. Liability
  - ii. Malpractice
- d. Emergency phone numbers including fire, hospital and poison control centre are posted.
- e. Instructions for building evacuation and animal handling in case of fire or other

emergencies are posted and familiar to staff.

#### **4. MEDICAL RECORDS:**

- a. Records are maintained for a minimum of 10 years.
- b. Euthanasia forms or equivalent are available.
- c. Records reflect referral of cases where further expertise or equipment is required.

##### **4.1 Medical records for small animal facilities are clear, legible, retrievable and contain:**

- a. Owner's/agent's name and initials, address and phone number.
- b. Identification of patient including name, species, breed, age, sex, and description.
- c. Separate record for each patient. This record may be in a group of records for the Owner/agent
- d. Patient's vaccination, medical and surgical history.
- e. Presenting complaints and clinical findings.
- f. Diagnostic tests used (clinical pathology, radiographs, special tests and necropsy findings).
- g. Diagnosis or tentative diagnosis.
- h. Treatment and drugs administered and dispensed including dosages.
- i. Notation of special idiosyncrasies and physical abnormalities.

##### **4.2 Medical records for large animal facilities are clear, legible, retrievable, are maintained on either a herd (flock) or individual basis and contain:**

- a. Owner's/agent's name and initials, business/farm name, address and phone number.
- b. Animal(s) identification (i.e. tattoo, tag no., lot. no., pen no., age, markings, sex, species, etc.).
- c. Presenting history and clinical signs of the individual, group or herd (flock).
- d. Vaccination status of the individual or herd (flock).
- e. Laboratory reports including clinical pathology and necropsy findings.
- f. Record of the assessment of the individual, group or herd (flock) documenting:
  - i. Physical visitation of the production site when appropriate.
  - ii. Verbal (when practical) or written communication with the owner.
  - iii. Sufficient information to indicate the assessment (examination) of the individual group or herd (flock), planned treatment and any reports that are applicable.
  - iv. The drugs prescribed or dispensed including strength, dosage, quantity, precautions, withdrawal times, etc.

#### **5. EXAMINATION ROOM AND EQUIPMENT: SMALL ANIMAL**

- a. There is a separate room for examinations.
- b. The room is clean, orderly and well lit.
- c. Surfaces are constructed of material easily cleaned and disinfected.

- d. The waste receptacle is covered or concealed.
- e. Each examination room is conveniently equipped with:
  - i. Sterile equipment for vaccination
  - ii. Stethoscope
  - iii. Thermometer
  - iv. Disposable towels
  - v. Disinfectant solution
  - vi. Examination gloves
- f. The following may be shared between more than one exam room:
  - i. Patient Scale
  - ii. Ophthalmoscope
  - iii. Otoscope

#### **6. TREATMENT ROOM: SMALL ANIMAL**

- a. The room is of ample size for proper function and clean and orderly.
- b. The treatment room has adequate lighting.
- c. The room is supplied with running water.
- d. The following parenteral fluids and supplies are easily available:
  - i. Physiological. saline
  - ii. Lactated ringers
  - iii. Sterile water
  - iv. Dextrose
  - v. Sterile IV set
  - vi. Sterile needles and IV catheters
- e. Adequate dental equipment is available for dental prophylaxis.
- f. Eye protection and protection from inhalant contamination are used during dental prophylaxis using ultrasonic and subsonic scalers and polishers.

#### **7. EXAM AND TREATMENT AREA LARGE ANIMAL:**

- a. Is of ample size for proper function.
- b. Is clean, orderly and well lit.
- c. Is supplied with running water
- d. Surfaces are constructed of materials easily cleaned and disinfected.
- e. Waste receptacles are covered or concealed.
- f. Appropriate cleaning equipment and supplies are available.
- g. Loading and restraint facilities are adequate for type of practice.
- h. There are adequate floor drains.
- i. The area is conveniently equipped with auxiliary supplies including:
  - i. Stethoscope

- ii. Thermometer
- iii. Sterile needles, syringes, and IV catheters
- iv. Parenteral fluids available in adequate quantities
- v. Disinfectant solution
- vi. Otoscope/Ophthalmoscope(may be shared with SA area)

## 8. SURGERY AND ANESTHESIA:

**Major surgery** is defined as any surgical intervention that penetrates and exposes the body cavity and/or any procedure associated with extensive transection or dissection of tissue. **Aseptic surgery** is defined as surgery performed in ways or by means sufficiently free from micro-organisms so that significant infection or suppuration does not occur.

### 8.1 Small Animal Clinic or Hospital

- a. There is a separate room for sterile surgeries with walls, floors and doors constructed of solid impervious material that can be easily sanitized.
- b. Surgery room is equipped with emergency lighting, permanently mounted, that automatically engages with a power outage.
- c. Surgical packs for aseptic surgery are sterilized by high temperature and pressure or other effective means and the date of sterilization is indicated on each pack.
- d. Appropriate sterility indicator is present within each surgical pack.
- e. Surgery table can be easily sanitized.
- f. Preparation of patient is conducted outside of room where sterile surgery is performed.
- g. The patient is adequately prepared for surgery.
- h. Surgeries are carried out using aseptic techniques appropriate for the procedure.
- i. Sterile drapes of a size that cover the table side to side and exclude unprepared areas of skin, are utilized.
- j. Cap, mask, sterile gown, sterile gloves, sterile scrub brushes and sterile towels are in use for major surgery.
- k. Surgical equipment in cold sterilization solution is available for non-sterile procedures.
- l. Gas anesthesia is routinely used for major surgery.
- m. The gas anesthetic machine is serviced and the vaporizer calibrated at least every 2 years.
- n. A gas scavenger is used with the anesthetic machine.
- o. There is a preanesthesia examination for all patients including a history & physical, a CBC where necessary and other laboratory work when required.
- p. Female employees are aware of potential risks to pregnancy by exposure to some gaseous anesthetics.
- q. Endotracheal intubation is routinely carried out on dogs and cats undergoing major surgery.
- r. A monitoring device is in routine use such as:
  - i. Esophageal stethoscope
  - ii. Respiratory monitor
  - iii. Cardiac monitor
  - iv. Pulse oximeter
  - v. Doppler

- s. The following drugs or equipment are readily available:
  - i. Atropine
  - ii. Epinephrine
  - iii. Calcium Gluconate
  - iv. Corticosteroids
  - v. Lidocaine
  - vi. Respiratory stimulants
  - vii. Narcotic antagonists (if narcotics are used in the facility)
  - viii. Appropriate syringes, needles, catheters
- t. Veterinary personnel monitor anesthetic recovery under direct supervision.

## **8.2 Equine Clinic or Hospital**

- a. There is a separate room for sterile surgeries with walls, floors and doors constructed of solid, impervious material that can be easily sanitized.
- b. Surgery room is equipped with emergency lighting, permanently mounted, that automatically engages with a power outage.
- c. Surgical packs for aseptic surgery are sterilized by high temperature and pressure or other effective means and the date of sterilization is indicated on each pack.
- d. Appropriate sterility indicator is present within each surgical pack.
- e. Surgery table can be easily sanitized.
- f. The patient is adequately prepared for surgery.
- g. Surgeries are carried out using aseptic techniques appropriate for the procedure.
- h. Sterile drapes of a size that cover the table side to side and exclude unprepared areas of skin where practical, are utilized.
- i. Cap, mask, sterile gown, sterile gloves, sterile scrub brushes and sterile towels are in use for major surgery.
- j. Surgical equipment in cold sterilization solution is available for non-sterile procedures.
- k. Gas anesthesia is routinely used for major surgery anticipated to last more than one hour.
- l. The gas anesthetic machine is serviced and the vaporizer calibrated at least every 2 years.
- m. A gas scavenger is used with the anesthetic machine.
- n. There is a preanesthesia examination for all patients including a history & physical, a CBC where necessary and other laboratory work when required.
- o. All female employees are made aware of potential risks to pregnancy by exposure to some gaseous anesthetics.
- p. Endotracheal intubation is routinely carried out on anesthetized equines.
- q. A monitoring device is in routine use such as:
  - i. Esophageal stethoscope
  - ii. Respiratory monitor
  - iii. Cardiac monitor
  - iv. Pulse oximeter
  - v. Doppler
- r. The following drugs or equipment are readily available:

- i. Atropine
  - ii. Epinephrine
  - iii. Calcium Gluconate
  - iv. Corticosteroids
  - v. Lidocaine
  - vi. Respiratory stimulants
  - vii. Narcotic antagonists (if narcotics are used in the facility)
  - viii. Appropriate syringes, needles, catheters
- s. Veterinary personnel monitor anesthetic recovery under direct supervision.

**8.3 Large Animal Clinic or Hospital (If equine surgery is performed, the requirements of section 8.2 also apply.)**

- a. Surgery room is equipped with emergency lighting, permanently mounted that automatically engages with a power outage.
- b. Surgical packs for aseptic surgery are sterilized by high temperature and pressure or other effective means and the date of sterilization is indicated on each pack.
- c. Appropriate sterility indicator is present within each surgical pack.
- d. Surgery table can be easily sanitized.
- e. The patient is adequately prepared for surgery.
- f. Surgeries are carried out using aseptic techniques appropriate for the procedure.
- g. Sterile gloves and sterile drapes are utilized. The drapes are of an appropriate size that exclude unprepared areas of skin.
- h. Cap, mask, sterile gown, sterile scrub brushes and sterile towels are available for use in major surgery.
- i. Surgical equipment in cold sterilization solution is available for non-sterile procedures.
- j. The following drugs or equipment are readily available:
  - i. Atropine
  - ii. Epinephrine
  - iii. Calcium Gluconate
  - iv. Corticosteroids
  - v. Lidocaine
  - vi. Respiratory stimulants
  - vii. Narcotic antagonists (if narcotics are used in the facility)
  - viii. Appropriate syringes, needles, catheters
- k. Veterinary personnel monitor anesthetic recovery under direct supervision.

**8.4 Ambulatory Surgery:**

- a. Surgical packs for aseptic surgery are sterilized by high temperature and pressure or other effective means and the date of sterilization is indicated on each pack.
- b. Appropriate sterility indicator is present within each surgical pack.
- c. The patient is adequately prepared for surgery.
- d. Surgeries are carried out using aseptic techniques appropriate for the procedure.

- e. Sterile gloves and sterile drapes are utilized. The drapes are of an appropriate size that exclude unprepared areas of skin.
- f. Cap, mask, sterile gown, sterile scrub brushes and sterile towels are available for use in major surgery.
- g. The following drugs or equipment are readily available:
  - i. Atropine
  - ii. Epinephrine
  - iii. Calcium Gluconate
  - iv. Corticosteroids
  - v. Lidocaine
  - vi. Respiratory stimulants
  - vii. Narcotic antagonists (if narcotics are used in the facility)
  - viii. Appropriate syringes, needles, catheters
- h. Veterinary personnel monitor anesthetic recovery under direct supervision.

## **9. LABORATORY**

- a. The practice has a laboratory OR there is documented evidence of referred laboratory specimens.
- b. The laboratory area is neat and clean.
- c. Lab records are kept and stored with patient/herd/flock file OR are easily retrievable.
- d. Each facility has the following equipment:
  - i. Centrifuge for blood vials and microhematocrit.
  - ii. Microscope with oil immersion.
- e. Equipment for fecal examination, hematology, blood chemistries, bacteriology, and histology, OR documented referral to a Laboratory.

## **10. PHARMACY**

- a. Is clean and orderly.
- b. There are required records for controlled drugs AND proper security for controlled drugs.
- c. All drugs are stored according to manufacturer's directions.
- d. No outdated drugs are in use or are available for use.
- e. Correct labeling and dispensing practices are followed; Including date, facility name, Doctor name, animal name, drug name, drug strength, amount of drug, DIN, instructions for use of drug.
- f. All prescription drugs are sold on the basis of an established veterinarian-client-patient relationship.(Section 8 Code of Ethics)
- g. Child resistant packages for drugs are used routinely for dispensing.
- h. Prescriptions for feed additives are given only after the establishment of the veterinarian-client-patient relationship.
- i. Required withdrawal periods are indicated to the owner in writing for prescription drugs and feed additives.

## **11. RADIOLOGY**

- a. Radiology equipment is present and functioning OR documented evidence of referral cases.
- b. Radiation monitoring devices are in use and periodic reports are available.
- c. Lead-lined aprons are routinely used.
- d. Lead-lined gloves are routinely used
- e. Protective thyroid guards are routinely used.
- f. Radiographs are properly identified with permanent exposure type marker including date, facility name and patient ID.
- g. Radiographs are stored in a manner that preserves quality and allows for easy retrieval.
- h. The dark room is light tight and contains adequate developing equipment.
- i. A technique chart is in routine use.
- j. A log book is used that includes the owner and patient ID, MAS, KV and other pertinent data.
- k. Radiographs are of diagnostic quality with a sufficient number of views.
- l. No employee under 18 years of age assists in taking radiographs.
- m. All female employees are made aware of potential risks to pregnancy by exposure to radiation.

## **12. HOUSEKEEPING AND MAINTENANCE**

- a. Facility is clean, orderly and free of offensive odors.
- b. There is satisfactory refuse disposal.
- c. Any carcasses kept more than 8 hours are bagged and stored under refrigeration or frozen.
- d. Needles and scalpels (all sharps) are containerized for disposal.
- e. Disposal of biomedical waste is appropriate to prevent a public health hazard.
- f. Cleaning equipment is safely stored in an area not readily accessible or visible to the public.

## **13. HOSPITALIZATION**

- a. Inpatients are examined at least once daily by a Veterinarian.
- b. Hospitalized animals are fed & watered at least once daily, and more frequently if required.
- c. Hospitalized animals are exercised twice daily if applicable.
- d. All hospitalized animals are checked as necessary over a 24 hour period.
- e. Hospitalized animals are bathed and groomed as required.
- f. Wards are orderly, free of bad odors, have adequate ventilation and temperature control.
- g. Cages or kennels have solid partitions and have a method for securely fastening them closed.
- h. Runs are clean, orderly, free of bad odors, have adequate ventilation and temperature control.
- i.. Runs have solid partitions at least 4 feet up from the floor, each has separate drainage and a method for securely fastening them closed.
- j. Pens and stalls are clean, orderly, free of bad odors and have adequate ventilation.
- k. Pens and stalls have solid partitions to prevent nose to nose contact, and separate drainage.
- l. Pens and stalls are well lighted, are constructed of impervious material for easy cleaning and have a method for securely fastening them closed.

**14. VEHICLES (any type of practice that delivers service to the clients door)**

- a. The vehicle is clean, orderly and in good repair.
- b. The equipment is clean, neat and in good repair
- c. There is adequate refrigeration in vehicle(s).
- d. Methods are in place to prevent freezing of drugs and supplies in winter.
- e. Syringes, instruments, intravenous apparatus and parenteral medication are sterilized for each procedure.

**15. SMALL ANIMAL MOBILE**

**Applies to facilities where housecalls are the principal part of the practice.**

**A small animal mobile facility must meet the applicable standards of a small animal facility.**

- a. The practice has an agreement with one or more small animal clinics/hospitals for the provision of hospitalization, surgery and other services not provided by the housecall practice.
- b. All material waste is collected and properly disposed of.

**16. LARGE ANIMAL MOBILE**

**Applies to facilities where AMBULATORY calls are a component of or the principal part of the large animal practice.**

**A large animal mobile facility must meet the applicable standards of a large animal facility.**

- a. Clean coveralls or outer garments are available for each call.
- b. Footwear is cleaned and disinfected when leaving each premise.
- c. All material waste is collected and properly disposed of.
- d. Bandage materials adequate to cover an entire limb is carried.
- e. Stomach intubation equipment is carried.

**17. EMERGENCY FACILITY (AS DEFINED BY CODE OF ETHICS section 16(c)(vii))**

- a. A Veterinarian is on premises during all hours of operation.
- b. Trained support staff is on premises during all hours of operation.
- c. Equipment and personnel are available to perform emergency procedures including aseptic major surgeries and treat life threatening emergency conditions that need immediate attention.
- d. Adequate equipment is available to diagnose and manage cardiac and respiratory problems including performing cardiopulmonary resuscitation, including:
  - oxygen delivery devices
  - cardiac monitor
  - ventilator
  - electric defibrillator
- e. Gas anesthesia is available and used with a gas scavenger.

- f. Accurate fluid delivery system for treatment of shock and device for treatment of hypothermia are available.
- g. Equipment and resources to perform blood transfusion are available.
- h. Radiology equipment is available and meets the standards specified in section 11 above.
- i. Sufficient equipment to perform emergency diagnostic tests in a timely manner is available.

**18. LIBRARY**

- a. A medical reference library is available consisting of current textbooks covering each species and area of clinical practice (e.g. surgery, internal medicine, and clinical pathology) with which the practice is routinely involved.
- b. Subscriptions to at least two refereed veterinary journals
- c. In lieu of a. & b. above, have access to other sources of current and relevant medical information (e.g. computer reference sources and internet links).