



VETERINARY PRACTITIONERS BOARD  
AUSTRALIAN CAPITAL TERRITORY

# Responsibilities of a veterinary superintendent policy

ACT Veterinary Practitioners Board – Responsibilities of a veterinary superintendent policy		
<b>Policy</b>	<b>APPROVED BY</b> ACT Veterinary Practitioners Board	April 2025

## Table of Contents

<b>1.0</b>	<b>Purpose</b> .....	<b>2</b>
<b>2.0</b>	<b>Introduction/Context</b> .....	<b>2</b>
<b>3.0</b>	<b>Responsibilities</b> .....	<b>2</b>
3.1	Attendance and replacement of the Superintendent .....	2
3.2	Stock Check of S8 Drugs.....	2
3.3	Renovations and Board approval .....	2
3.4	Veterinary Practitioners’ Registration compliance .....	2
3.5	Informed consent .....	3
3.6	Medication management .....	3
<b>4.0</b>	<b>Additional professional activities of a Superintendent</b> .....	<b>3</b>
4.1	Staff supervision and development .....	3
4.2	Informed consent and record keeping .....	3
4.3	Quality assurance and Continuous improvement .....	3
4.4	Client education and communication .....	4
4.5	Crisis management and Contingency planning .....	4
4.6	Veterinary Practice Act 2018.....	4
<b>5.0</b>	<b>Resources/related policies</b> .....	<b>4</b>

## 1.0 Purpose

The purpose of this policy is to set out the responsibilities of the superintendent of a veterinary premises. This role carries specific responsibilities in addition to those of a registered veterinary practitioner. These include requirements derived directly from the [Veterinary Practice Act 2018](#) (the Act), [Veterinary Practice Regulation 2018](#), [Veterinary Premises Standards 2018](#), and the [Veterinary Practitioner Code of Professional Conduct](#).

## 2.0 Introduction/Context

The Act (s88) requires the holder of a registered veterinary premises to appoint a registered veterinary practitioner as superintendent of the premises. The ACT Veterinary Practitioners Board (the Board) must be notified of the name of the person before he or she assumes the duties of the superintendent by completing and submitting the [Appointment of a Superintendent of a Veterinary Premises](#) form.

The holder of registered veterinary premises must notify the Board if the superintendent leaves the registered premises or is permanently replaced by completing and submitting the above form.

## 3.0 Responsibilities

### 3.1 Attendance and replacement of the Superintendent

**Action:** The Superintendent must attend the premises regularly and arrange a replacement when absent for over a week. Any formal leave exceeding one month must be reported to the Board, ensuring continuity of leadership.

**Purpose:** To ensure that the leadership of the practice remains consistent and legally accountable at all times.

**Reference** For more details, refer to the [Veterinary Practice Act 2018](#), Section 88.

### 3.2 Stock Check of S8 Drugs

**Action:** The Superintendent is accountable for ensuring that regular stock checks of S8 drugs are performed and documented, in accordance with applicable legislation.

**Purpose:** To ensure compliance with the legal regulations around controlled substances.

**Reference** For more details, refer to the [Medicines, Poisons and Therapeutic Goods Act 2008 \(ACT\)](#) and the associated [Medicines, Poisons and Therapeutic Goods Regulation 2008](#).

### 3.3 Renovations and Board approval

**Action:** Before proceeding with any renovations, the Superintendent must notify and obtain approval from the Board to ensure the premises remain compliant with safety and operational standards.

**Purpose:** (To ensure the protection of the premises' integrity and ensure that changes are within regulatory compliance.)

**Reference** For more details, refer to the [Veterinary Premises Standards 2018](#), Section 13.

### 3.4 Veterinary Practitioners' Registration compliance

**Action:** The Superintendent is responsible for ensuring the employer and the veterinary practitioners working on the premises are aware of requirements for professional competence and proper registration under the Act. The Superintendent should advise the employer of the requirement to notify the Board of any conditionally registered veterinarians working in the practice. Additionally, the Superintendent is responsible for ensuring that all veterinary employees working on the premises are provided with relevant explanatory materials about registration conditions and notification requirements, which can be accessed via the Board's website or other relevant resources.

**Purpose:** To ensure that only qualified, registered practitioners are employed at the premises, in compliance with the law. This includes ensuring that the Board is notified of any conditionally registered practitioners, and that all veterinary employees are informed of their professional registration requirements.

**Reference** For more details, refer to the [Veterinary Practice Act 2018](#), Sections 16-29.

### 3.5 Informed consent

**Action:** The Superintendent must ensure that informed consent is obtained and recorded in line with professional standards. This may require staff to sign a declaration or confirm consent in the medical record.

**Purpose:** To ensure that clients are fully informed and consent to treatments, which is a legal requirement for all procedures.

**Reference** For more details, refer to the [Veterinary Practitioner Code of Professional Conduct](#), Section 8.

### 3.6 Medication management

**Action:** The Superintendent is accountable for ensuring medications are appropriately stored and recorded.

**Purpose:** To ensure the proper acquisition, storage, and dispensing of medication as per regulatory requirements.

**Reference** For more details, refer to the [Veterinary Practice Regulation 2018](#), Part 6.

## 4.0 Additional professional activities of a Superintendent

These activities, while not explicitly required by law, are expected professional behaviours for the position of Veterinary Superintendent. They reflect the standards of practice outlined in the [Veterinary Practitioner Code of Professional Conduct](#).

These behaviours represent the standard against which professional conduct will be assessed and should be viewed as integral to maintaining both high standards of care and compliance with legal obligations.

### 4.1 Staff supervision and development

**Action:** The Superintendent should encourage the ongoing professional development of staff by supporting training opportunities and fostering a culture of continuous learning.

**Purpose:** (To promote a well-trained, competent workforce, contributing to high standards of care.)

### 4.2 Informed consent and record keeping

**Action:** The Superintendent should advocate for best practices in informed consent and record-keeping, ensuring that staff understand the importance of clear documentation and client communication.

**Purpose:** to ensure that clients are fully informed about services, improving transparency and client trust.

**Reference** as outlined in [Veterinary Practitioner Code of Professional Conduct](#), Section 8.

### 4.3 Quality assurance and Continuous improvement

**Action:** The Superintendent should contribute to the development of quality assurance processes, assisting with the implementation of regular audits and reviews that support the practice's ongoing improvement.

**Purpose:** To foster a culture of quality improvement and ensure that veterinary services meet the highest standards.

#### 4.4 Client education and communication

**Action:** The Superintendent should encourage open communication between staff and clients, ensuring that all veterinary services and their potential risks are clearly explained.

**Purpose:** (To promote transparency and improve client satisfaction by ensuring informed decision-making.)

#### 4.5 Crisis management and Contingency planning

**Action:** The Superintendent should advocate for the creation and regular review of crisis management plans, contributing to the development of strategies to address potential emergencies effectively.

**Purpose:** To ensure that the practice is prepared for unexpected events and can respond quickly and effectively when crises occur.

**Reference** as outlined in [Veterinary Practitioner Code of Professional Conduct](#).

#### 4.6 Veterinary Practice Act 2018

Reference	Description
Division 6.1	71. Definitions – pt6
Division 6.5	88. Superintendent of registered veterinary premises

### 5.0 Resources/related policies

- ACT Veterinary Practitioners Board's [Record Keeping Guidelines](#).