

## Veterinary Premises self-assessment checklist

### Premises Requirements

Please indicate if the premises satisfies each requirement. Mark 'N/A' where a requirement does not apply.

No.	General Physical Facilities	Complies
1.	Must be a permanent area with no other uses. For mobile premises, the vehicle must only be used for the approved veterinary premises.	
2.	Where located within the same premises as another business a suitable floor to ceiling barrier must be erected to separate the veterinary premises from that business. The public entrance, telephone and electronic contact details must also be separate and distinct from any other business.	
3.	In good condition with the immediate surrounding areas and the interior maintained in a clean, orderly and sanitary condition, free of insects and vermin, with safeguards taken to avoid sources and transmission of infections.	
4.	Managed by a superintendent who is a veterinary practitioner.	
5.	Internal walls and flooring made of an impervious material to allow thorough cleaning and disinfection.	
6.	Adequate floor space for the separation of practice functions and efficient operation of all activity areas.	
7.	Adequate ventilation, heating and cooling to ensure client, patient and worker comfort in terms of temperature and air quality.	
8.	Insect screening on all open doors and windows.	
9.	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.	
10.	Sanitary and aesthetic disposal of all wastes and excreta, cadavers and sharps often enough to avoid the generation of offensive odours, offensive appearance and health hazards.	
11.	Facilities to sterilise instruments and drapes and store sterilised material.	
12.	On prominent display at entry: <ol style="list-style-type: none"> <li>the days and hours of attendance;</li> <li>the telephone number and details for gaining out of hours veterinary attention;</li> <li>the name of the premises superintendent; and</li> <li>the name and qualifications of the veterinary practitioners employed at the premises;</li> </ol> For <u>Mobile premises</u> the premises registration holder or superintendent must produce the registration information when requested to do so.	
13.	A standard of dress, cleanliness and personal appearance consistent with a clinical atmosphere.	
14.	Veterinary and support staff commensurate with volume of clientele and procedures undertaken, including: <ul style="list-style-type: none"> <li>Anticipated client load per day; and</li> <li>Anticipated staff complement and designation.</li> </ul>	
15.	Equipment and fittings suitable for the range of procedures to be undertaken. All equipment must be appropriately maintained and in accordance with the advice of the manufacturer.	
16.	Practice procedures manual incorporating protocols for workplace health and safety.	
17.	Single purpose area positioned independent of practice work areas with adequate furniture and equipment for reception staff and seating for client volume. Note: this standard is not required for mobile premises.	

<b>General Physical Facilities – for large animals only</b>		<b>Complies</b>
18.	Sufficient area to facilitate the safe loading and unloading of large animals and movement of such transport used in the delivery of these animals.	
19.	Suitable loading races for large animals.	
20.	Suitable form of stable or secure yard to hold animals on admission.	
21.	A suitable grassed or surfaced area where horses can be safely examined.	
<b>Record keeping</b>		<b>Complies</b>
22.	All consultation details, weights, tests, treatments, diagnoses, options, referrals, important client communications recorded in sufficient detail to allow another vet to take over the treatment of the case.	
23.	Recording of phone calls to clients detailing the options, consents, estimates discussed.	
24.	All certification is true and accurate and a 'known fact' of the veterinary practitioner providing the certificate e.g. vaccination.	
<b>Examination and Consultation Area</b>		<b>Complies</b>
25.	An individual single purpose area not incorporated with public areas, one for each clinician examining or consulting concurrently (show on floor plan - include size).	
26.	Examination table in each area with impervious surface, which can be readily cleaned and disinfected.	
27.	A basin with hot and cold running water and drainage (show on floor plan).	
28.	Adequate lighting and instrumentation to carry out a competent clinical examination.	
<b>Examination and Consultation Area – for large animals only</b>		
29.	Securely and safely enclosed area free of extraneous noise and activity, dust free and able to be thoroughly cleaned and disinfected if needed (show location and size on plan).	
30.	Where warranted by the type of examination to be conducted, a set of examination stocks and/or squeeze crush (show location on plan).	
<b>Pharmacy and Drug Storage Area</b>		<b>Complies</b>
31.	A pharmacy and drug storage area, which is in an area that is not accessible to the public and that meets all legislative requirements.	
<b>Patient Accommodation</b>		<b>Complies</b>
32.	Kennels/cages/stables, one for each animal, of sufficient size for the type of animal housed, constructed of solid impervious material able to be readily cleaned and disinfected; adequately drained and maintained in a sanitary condition so as to ensure comfort.	
33.	Accommodation compartments located in an area equipped with adequate lighting, heating and/or cooling, ventilation and soundproofing so as to aid quick recovery/convalescence – individual cage heating is acceptable (show on floor plan).	
34.	Facilities or a plan for animals to be exercised.	
35.	A defined area for hygienic preparation and storage of food.	
36.	Appropriate eating and drinking utensils and suitable protocol for hygienic handling and maintenance of these.	
37.	Facilities for bathing and grooming of in-patients.	
38.	Boarding facilities, if provided, separate to those areas used for the care and treatment of practice patients.	

	<b>Disease Control Areas</b>	<b>Complies</b>
39.	Facilities suitably equipped for the quarantine of animals suffering from infectious diseases, providing a physical and air space different from all other areas of the premises (show on floor plan).	
	<b>Surgery Area</b>	<b>Complies</b>
40.	Small animals – dedicated area not a general thoroughfare ideally with one interior closable access entrance only (show on floor plan - include size).	
41.	Large Animals – suitable building free from dust and totally enclosed. Should allow for safety to animals and personnel, and facilitate easy and proper cleaning and sterilisation (show on floor plan - include size).	
42.	Adequate equipment and instruments for the competent performance of surgery and maintenance of surgical anaesthesia, core body temperature and resuscitation of patients.	
43.	Inhalation anaesthetic system incorporating a scavenging device which expels or captures excess anaesthetic gases and volatile agents either by exterior venting or use of activated carbon canisters.	
44.	Surgical light in addition to normal room lighting.	
45.	All furniture and equipment capable of being readily disinfected by chemical means.	
46.	All surgical procedures carried out under sterile operative conditions – using individual dry, sterile packs and drapes that are monitored for sterility.	
47.	Surgery area not to be used for general storage or placement of equipment or items not relevant to surgery, such as office furniture.	
	<b>Anaesthetic Recovery Area</b>	<b>Complies</b>
48.	Small animals – separate area adjacent to the main surgery area to allow constant monitoring of recovery animals. Readily accessible to emergency equipment and readily disinfected.	
49.	Large animals - area adjacent to the main theatre area to allow constant monitoring of recovery animals, either padded or protected with other suitable material. Lining material to be either disposable or capable of wet disinfection.	
	<b>Radiology</b>	<b>Complies</b>
50.	Imaging equipment and facilities capable of producing diagnostic images appropriate to the range and size of animals seen at the practice.	
51.	A licence to possess and use the imaging equipment incorporating a radiation safety and protection plan that complies with the Radiation Protection Act (2006). <u>(Copy of licence to possess and use, or evidence of receipt of application for licence must be attached)</u>	
52.	Images identified at the time of exposure and should include the name of the practitioner (or practice), client, animal and date, and clearly identify left and right sides of the animal. Stick-on labels attached after developing are not acceptable.	
53.	As part of the animal's case history record, images to be safely stored for at least the minimum statutory term.	

	<b>Treatment and Preparation Area</b>	<b>Complies</b>
54.	A separate area suitably equipped for the pre-surgical preparation and treatment of hospitalised patients (show on floor plan – include size).	
55.	Facilities for the sterilisation of instruments and drapes provided in this area.	
	<b>Laboratory</b>	<b>Complies</b>
56.	Adequate laboratory facilities and equipment to enable routine diagnostic testing to be carried out.	
57.	Facilities for the simple examination of blood, serum, urine and faecal specimens and demonstrable access and usage of a professional service in haematology, chemistry, bacteriology, parasitology and pathology if these services are not carried out on the premises.	
58.	Adequate bench and shelf space (show on floor plan).	
59.	Refrigeration for laboratory use, which may be used for vaccine storage (show on floor plan).	
	<b>Reference material</b>	<b>Complies</b>
60.	A library containing up-to-date reference material either as text books, journals, electronic material, computer(s) with access to Internet facilities, covering the range of animals and conditions seen in the practice (show on floor plan).	
61.	A secure area for the storage of business documents.	
62.	Information regarding legislation, policies, guidelines, searchable current database of vets, specialists and hospitals etc. is available from the Board's website.	
	<b>Staff Room</b>	<b>Complies</b>
63.	A private facilities area for staff (this may incorporate the library). Show on floor plan.	
	<b>Additional Standards for Veterinary Hospitals</b>	<b>Complies</b>
64.	Minimum of two (2) veterinary practitioners practising at premises so as to provide for concurrent treatment of emergency cases (the practitioners will not necessarily be on the premises at the same time).	
65.	A minimum of two (2) examination/consultation areas (show on floor plan).	
66.	<p>Provision of emergency medical and surgical treatment from a veterinary practitioner seven days per week in the form of:</p> <ul style="list-style-type: none"> <li>a) veterinary practitioner to be available at all times; or</li> <li>b) employment of communication system providing continuous out-of-hours telephone contact with a veterinary practitioner rostered for duty (a screening system can be implemented to eliminate non-emergency calls); or</li> <li>c) diversion of telephone calls to another dedicated emergency care practice of <b>equivalent standard</b> i.e. another veterinary hospital or centre where a veterinary practitioner is rostered for duty.</li> </ul> <p>For premises with a service arrangement identified in either (b) or (c), a sign on prominent display at entrance of premises giving contact information for access to the emergency veterinary services of the practice.</p>	