SOUTH AFRICAN VETERINARY COUNCIL

Veterinary Facility Evaluated:

Rule 33: Facilities for Herd Health Practice: A: Production Animals

Name of Facility: _____

BY TICKING YES TO ANY RULE ON THIS CHECKLIST YOU AGREE THAT THE FACILITY ALREADY COMPLIES WITH THAT STANDARD.

Rule 33		**Facilities for Herd Health Practice: Production Animals**					**OFFICE USE**
					YES	**NO**	**CATEGORY A, B or C**
	(1)	**The base facility must comply with the following requirements – as applicable to the relevant scope of practice:**					
		(a)		be registered with Council in the relevant category;			
		(b)		have an external and internal neat appearance;			
		(c)		have an office where clients and representatives can be received and interviewed with access to toilet facilities;			
		(d)		have a dispensary in accordance with Rule 21(4) with safe storage for highly scheduled medicines; (Refer to page 4)			
		(e)		have refrigeration facilities for cold storage of vaccines, medicines and biological samples as needed;			
		(f)		have facilities for the safe storage of records and medicine registers;			
		(g)		have facilities for the safe storage of biological samples if applicable;			
		(h)		have a service delivery vehicle which can reach clients in remote areas;			
		(i)		have a laboratory for basic diagnostic procedures, including microscope, refractometer and centrifuge, **or** reasonable access to;			
		(j)		have appropriate recording and communication equipment for the recording, reporting, auditing and filing of various diseases, cases, events, and clients, according to Rule 6, OIE* guidelines and other relevant legislation;			
		(k)		have access to the relevant scientific information and/ or legislation necessary for effective retrieval of thereof to enable the making of sound decisions based on scientific knowledge;			
		(l)		have a post mortem area (or access to one) that is well equipped to perform post mortems appropriately and to facilitate a reliable diagnosis, where applicable;			

*OIE – World Animal Health Organisation

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					YES	NO	CATEGORY A, B or C
		(m)		if post mortems are done at the facility (or in the field or on a farm) the following must be in place:			
			(i)	all surfaces must be of such a nature that they can be properly cleansed and disinfected (relevant for the facility only);			
			(ii)	the drainage and washing water must run into an adequate sewer and/or septic tank and must comply with the requirements of local authorities (if post mortems are performed in the field, then adequate precautions within the veterinarian's discretion should be taken);			
			(iii)	provision must be made at a veterinary facility for the storage and disposal of carcasses in a manner, which will ensure that decomposition will not cause a health risk before being disposed, and that odours are contained;			
			(vi)	have facilities and equipment or access thereto for the hygienic disposal of animal tissue and any other contaminated or unwholesome matter or objects, to prevent the contamination of the veterinary facility (and) or of the environment; and			
			(v)	all personnel (at the facility or in field circumstances) must be trained in the safe handling of animals and the danger of zoonotic diseases.			
		((n))		there must be adequate facilities for the safe cleaning and disinfecting of all equipment;			
		((o))		all personnel (at the facility or in field circumstances) must be trained in aseptic techniques; and			
		((p))		the veterinary facility must have a direct public entrance			
	(2)	**A service delivery vehicle must comply with the following structural and procedural requirements where applicable:**					
		(a)		must be suitable for use on roads and terrain as indicated;			
		(b)		have an acceptable standard of construction and appearance and be maintained in a clean and sanitary condition;			
		(c)		be constructed of materials that are impervious and that can be cleaned and disinfected;			
		(d)		carry a supply of water;			
		(e)		maintain secure storage of scheduled medicines (medicines) in accordance with relevant legislation;			
		(f)		have a fridge or cold box with a minimum/maximum thermometer that can keep all pharmaceuticals at the correct temperatures as indicated;			
		(g)		have a source of light as applicable;			
		(h)		have a cold storage system that can maintain 5°C for the transport and storing of all biological products;			

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					YES	NO	CATEGORY A, B or C
		(i)		have equipment for the collection and disposal of all waste including carcasses, if required;			
		(j)		have aadequate equipment to ensure basic biosecurity, including equipment to clean and disinfect overboots between farms~~;~~			
		(k)		have a fridge or cold box with a minimum/maximum thermometer that can keep all pharmaceuticals at the correct temperatures as indicated;			
		(l)		carry an appropriate range of medicines, equipment and protective clothing, according to the type of service and species serviced, in a manner that is consistent with professional standards, while ensuring occupational safety;			
		(m)		must carry at least the following equipment – as applicable to the services rendered:			
			(i)	humane physical and chemical restraint as applicable to the species involved;			
			(ii)	adequate diagnostic equipment including sample collection equipment;			
			(iii)	adequate equipment for administration of medicines and in the case of game animals efficient and effective darting equipment in good working order;			
			(iv)	post mortem equipment;			
			(v)	equipment necessary for obtaining and transporting of biological specimens for diagnostic or other purposes;			
			(vi)	surgical equipment, including at least one sterilised surgical pack and a means of between-farm disinfection of equipment;			
			(vii)	equipment to deal with emergencies, including a relevant obstetric kit, and means of humane euthanasia; and			
			(viii)	adequate medicine.			
	(3)	**During the handling and use of any immobilising agent the following safety measures must be in place to prevent accidental exposure:**					
		(a)		suitable first-aid kit with resuscitation equipment and appropriate quantities of suitable antidotes, readily available;			
		(b)		an assistant (or bystander) that is adequately trained and experienced to administer first-aid and the required antidote when necessary;			
		(c)		the correct equipment, protective rubber gloves and protective eye wear to minimise the risk of spillage and accidental exposure; and			
		(d)		enough water for immediate washing in case of spillage.			

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RULE 21 (4)	Requirements for a dispensary: Production Animals					OFFICE USE
				YES	NO	CATEGORY A, B or C
(4)	The dispensary must comply with the following, which must be read in conjunction with the Medicines Act:					
	(a)		it must be a separate room dedicated to the storage of medicines within the practice;			
	(b)		if medicine is stored in a cupboard in the consulting room, the following will apply:			
		(i)	all reference to temperature, climate control and practicality in Rules (c) to (m) below will equally apply to the room in which the cupboard is located;			
		(ii)	the cupboard must be locked at all times when a veterinarian is not present;			
		(iii)	only schedule 2-4 medicines may be stored in this cupboard. Schedule 5 and higher medicines must be locked in a safe as prescribed by the Medicines Control Act; and			
		(iv)	the amount of medicine stored must be limited to two containers each of a maximum of fifty medicines.			
	(c)		light conditions, temperature and humidity within the dispensary or medicine room must comply with the requirements for the storage of medicine, other pharmaceutical products, and packaging materials;			
	(d)		the working surface area in a dispensary must be sufficient to accommodate the volume of prescriptions dispensed;			
	(e)		all medicines must be stored at the prescribed temperature;			
	(f)		a wash hand basin must be accessible, which may be in another room;			
	(g)		no medicines may be stored on the floor;			
	(h)		schedule 5 and higher scheduled medicines must at all times be under direct supervision of veterinary professionals and locked away in a safe when a veterinarian is not on the premises;			
	(i)		storage areas must be large enough to allow orderly arrangement of stock and proper stock rotation;			
	(j)		a suitable means of counting tablets and capsules. This equipment must be cleaned regularly so that cross-contamination between products is avoided;			
	(k)		refrigerator must be accessible (even in another room): must be equipped with a suitable thermometer and capable of storing medicines at temperatures between 2°C and 8°C. The refrigerator must be cleaned, defrosted and checked regularly to ensure efficient running. This refrigerator must be used only for storing pharmaceutical products;			
	(l)		a suitable range of dispensing containers for medicine;			

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RULE 21 (4)				Requirements for a dispensary: Production Animals			OFFICE USE
					YES	NO	CATEGORY A, B or C
		(m)		dispensed medicines must be sold, and correctly labelled in a package–containing the following information:			
			(i)	the proprietary name, approved name, or the name of each active ingredient of the medicine, where applicable, or constituent medicine;			
			(ii)	the name of the owner, as well as the name of the patient, if available, for whose treatment such medicine is sold;			
			(iii)	the directions for the use of such medicine;			
			(iv)	the name and business address of the dispensing veterinarian; and			
			(v)	date of dispensing.			
		(n)		empty, time expired/or broken containers of medicines must be disposed of as legislated for dangerous substances in legislation controlling these substances;			
		(o)		records of medicines purchased need to be kept for a **period of 5 years**;			
		(p)		the receipt of medication for restocking of the dispensary is the responsibility of the veterinarian, and not by lay persons at the practice; and			
		(q)		have access to the pharmacological reference sources, and in the case of compounding, access to protocols for the compounding of medication.			

Rule 6		Records at Veterinary Facilities: Production Animals					OFFICE USE
					YES	NO	CATEGORY A, B or C
	(1)			The attending veterinary professional (must) maintains records, including the records required in terms of the Medicines Act, for each animal **or** group of animals which are legible, accurate and permit prompt retrieval of information.			
	(2)	**Records must contain the following information for individual animals as applicable:**					
		(a)		the date or period of the examination or consultation;			
		(b)		name of the veterinarian who treated the patient;			
		(c)		client's identification;			
		(d)		patient name, other forms of identification, as well as the species, breed, gender and age;			
		(e)		clinical information for the purposes of continuous care and assessment;			
		(f)		vaccination record;			

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Rule 6		Records at Veterinary Facilities: Production Animals					OFFICE USE
					YES	NO	CATEGORY A, B or C
		(g)		special procedures;			
		(h)		diagnosis;			
		(i)		treatment and scripts issued; and			
		(j)		discharge instructions.			
	(3)	**Records must contain the following information for production animals, including wildlife, as applicable:**					
		(a)		the date or period of the examination or consultation;			
		(b)		client's identification;			
		(c)		species & breed; for wildlife species and sex, age group and/or colour if relevant;			
		(d)		procedures or treatment performed. For groups of animals a general description of the type of herd-work and bulk use of medicine is acceptable, but the use of schedule 5 and 6 wildlife capture medicines, must be recorded with care; and			
		(e)		instructions to client in general, if applicable and abnormal observations.			
	(4)			All records referred to in Rule 6(2), radiological images and the interpretation thereof, laboratory and pathology results must be retained by the principal of the veterinary facility for **a period of five years** from the patient's last visit, with the exception of ultrasound images where only the findings must be recorded.			
	(5)	**Records must contain the following information for diagnostic laboratory work (if) applicable:**					
		(a)		date sample was collected, date received, date completed, and date of release of results;			
		(b)		client information and geographical information;			
		(c)		animal identification as submitted, including species, breed, gender and age;			
		(d)		clinical history;			
		(e)		tests performed;			
		(f)		personnel doing the preparation and analysis;			
		(g)		method followed, deviations if any, reasons for deviation and reasons why results can still be accepted;			
		(h)		consumables and reagents including name, batch number, and expiry date;			
		(i)		results of quality control samples;			
		(j)		environmental conditions, if abnormal, or other critical information required by the standard operational procedure;			
		(k)		original findings; and			
		(l)		reports.			

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Rule 6		Records at Veterinary Facilities: Production Animals					OFFICE USE
					YES	NO	CATEGORY A, B or C
	(6)			Records referred to in Rule 6(4) relating to a complaint, charge or allegation lodged with Council in terms of section 31(1) of the Act must be presented to Council within **seventy two (72) hours** of being requested to submit such records, or as otherwise arranged with Council.			
	(7)			Proper security arrangements must be made to protect medical and other clinical records from loss, fire, alterations, additions, supplements or unauthorised use; electronic records must be backed up on a daily basis and electronic backups should be stored off-site.			
	(8)			Any alterations, additions and/or supplements to any records, clinical or otherwise, must be entered as a supplement to said record and must be clearly defined as such.			
	(9)	(a)		The principal of a veterinary facility will be responsible for confirming the identity of the attending veterinary professional to Council, where a complaint is lodged against his/her veterinary facility.			
		(b)		The principal of a veterinary facility will be responsible for providing the records referred to in Rule 6(5), should a complaint be lodged against a veterinarian no longer in the employ of the principal of the facility, subsequent to the date on which the complaint originated.			
		(c)		Should the principal of a facility fail to comply with the provisions of Rule 6(9)(a) he/she will be held accountable for any unprofessional conduct arising from such a complaint.			

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