

**SOUTH AFRICAN VETERINARY COUNCIL**  
**APPLICATION FOR EVALUATION OF A VETERINARY FACILITY**

*Any dishonesty in the completion of this form will be considered a serious offence.*

1. Type of facility (Tick appropriate block)

1. Veterinary Consulting Room			
2. Veterinary Hospital/ Clinic		(a) Small Animals	
		(b) Equines	
		(c) Production Animals	
3. Mobile Animal Service			
4. House/ Farm Calls			

**Please complete the following information:**

2. Facility Details

Name	
Registration number	
Physical address	_____ _____ _____
E-Mail address	
Telephone number	
Fax number	
Owner/s Name Registration number/s	_____
If Close Corporation - Name/s , registration number and that of all members	_____ _____ _____
Cell phone number	

Language preference	
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**3. Staff registered with SAVC/ authorised by SAVC**

*Please indicate -Veterinary specialist (S)/ Veterinarian (V)/ Veterinary Nurse(N) Authorised (A)*

Name	Registration Number	S/V/N

I the undersigned, \_\_\_\_\_ (full names in print) make this application in the full knowledge and acceptance of the minimum standards of facilities as contained in the rules relating to the practicing of a veterinary profession.

I, the sole owner/duly authorised partner/ member of the Close Corporation that owns the veterinary facility hereby authorise the evaluation of the abovementioned facility.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**MINIMUM STANDARDS OF VETERINARY FACILITIES REGISTERED WITH THE SOUTH AFRICAN VETERINARY COUNCIL - EVALUATION**

The rules relating to the practicing of a veterinary profession in terms of the Veterinary and Para-Veterinary Professions Act, no 19 of 1982 refers.

The aim of the evaluation of facilities is to: -

- Enhance the ability of veterinarians to provide quality veterinary care to animals;
- To enable veterinarians to successfully conduct their practice and maintain their facilities with high standards of excellence; and
- Meet the public's needs as they relate to the delivery of veterinary medicine.

The evaluator performing the evaluation will emphasize education, consultation and on-site assistance.

Evaluation should be seen as a positive step in ensuring that South Africa maintains the high level of veterinary care in facilities that are designed and equipped to ensure this.

Owners of practices will receive notification that their facilities will be evaluated at least 60 days in advance or at a pre-arranged time. It is recommended that the principal veterinarian be actively involved throughout the entire evaluation.

The evaluation form directly reflects the Rules and the Code of Conduct and Practice in that the questions are phrased from them, Compliance with, or not will be noted for each rule under various headings on the evaluation form. If certain rules have not been complied with, the evaluator will indicate by when the practitioner needs to comply to be able to maintain his/her registration of the facility with the South African Veterinary Council.

Council in its discretion will decide if a facility complies sufficiently with the Rules to enable continued registration, however, adequate time will be given to practitioners to enable them to attain to minimum standards.

The symbols A, B and C have been used to denote whether non-compliance of the particular requirement is deemed as a very serious, serious or minor infringement.

**A. Very serious**

It is imperative to obtain, build, institute or acquire within the time specified.

A re- inspection of the facility could be scheduled within a 30 – 60 day period after the required date.

**B. Serious**

Important to obtain, build, institute or acquire within the time specified.

Confirmation, in writing, will be required that the outstanding matters have been addressed by the required date. If no satisfactory reply is received a re-inspection of the facility may follow.

**C. Minor**

Must obtain, build, institute or acquire within the time specified.

Confirmation, in writing, will be required that the outstanding matters have been addressed by the required date.

**MINIMUM STANDARDS FOR VETERINARY FACILITIES:  
VETERINARY FACILITY EVALUATED**

<b><u>CONSULTING ROOM/HOSPITAL</u></b>			
<b><u>1. General structural requirements for veterinary facilities</u></b> <b>Rule 23</b>	Compliance		Category
	Yes	N o	
1.1 A permanent structure			A
1.2 Adequate lighting to complete procedure in progress			B
1.3 Fire extinguishing apparatus			C
1.4 Constructed to prevent escape of animals			A
1.5 Hygienic disposal of wastes			B
1.6 A reception / office area			B
1.7 A waiting room for clients with access to toilets			A
1.8 One or more examination rooms			A
1.9 Walls, floors, shelves, tables impervious for cleaning and disinfecting			B
1.10 Drainage and washing water runs into a sewer			B
1.11 No public entrance through another business			B
1.12 Storage and disposal of carcasses to prevent decomposition			B
1.13 Hygienic storage of therapeutic and nutritional requirements			B
1.14 Adequate facilities for preparation of food and washing of equipment			B
<b><u>2. General procedural requirements</u></b> <b>Rule 24</b>			
2.1 Personnel trained in basics of aseptic technique			B
2.2 Personnel responsible for operation of sophisticated equipment adequately trained and available			B
2.3 Veterinarians attend to animals in facility at least daily			A
2.4 Adequate health and safety precautions within practice			B
2.5 Staffed by a veterinarian during specified consulting hours			A
2.6 Telephones answered at all times with telephone answering service stating normal consulting hours with an emergency contact number given			B
2.7 Telephone capacity sufficient for facility – answered promptly/professionally			B

<b>3. General requirements at veterinary facilities</b> <b>Rule 23+25</b>	Compliance		Category
	Yes	No	
3.1 Facility clean, tidy and in good repair			B
3.2 Area surrounding facility clean and tidy			C
3.3 Sufficient parking for clients and staff			B
3.4 Free of offensive odours			B
3.5 Weighing facilities/methods of determining mass of patients			A
3.6 Services provided in a competent and humane manner			B
3.7 Professional approach towards clients			B
3.8 Staff dress code, cleanliness and appearance good			B
3.9 Library present, relevant reference material, Code of Conduct and Practice			C
3.10 A diagnostic service, including imaging diagnostics or access to such			B
3.11 A laboratory service for own requirements:			B
<b>IF YES:</b>			
(a) A centrifuge			C
(b) A refractometer			C
<b>IF NO:</b>			
(a) Access to such laboratory service			B
3.12 A microscope			A
3.13 Emergency and intensive care service rendered			A
3.14 Dispensing of medicine administered in accordance with legislation			A
3.15 Post mortem examinations can be performed or access to such a service			B
3.16 Appropriate sterilising equipment			A
3.17 Efficacy of sterilisation and expiry			A
3.18 Facility where advanced surgical procedures are performed has alternate power supply			A
<b>4. Records at veterinary facilities</b>			
<b>Rule 26</b>			
4.1 Legible, accurate records of each animal			A
4.2 Records contain patient's name, species, breed, gender, age and other forms of ID			A
4.3 Records contain:			
◆ Clinical information			A
◆ Vaccination records			A
◆ Special procedures			A
◆ Diagnosis			A
◆ Treatment			A
◆ Discharge instructions			A
4.4 In the case of veterinarians attending to horses registered with the Jockey Club:			

	Compliance		Category
	Yes	No	
◆ Veterinary case sheet in duplicate			A
◆ Premise identification			A
◆ Patient identification			A
◆ Diagnosis			A
◆ Treatment			A
4.5 All records (including diagnostic images, laboratory and pathology results) retained for three years			A
4.6 Proper security to protect records from loss, fire or unauthorised access			C
4.7 Record kept of diagnostic images handed over to owner			C

<b>5. Identification of veterinary facilities</b>			
<b>Rule 19</b>			
	Yes	No	
5.1 Direction Board			
5.2 Direction Board comply with rules			
5.3 Identification Board			
5.4 Identification Board comply with rules			
5.5 Sign Board			
5.6 Sign Board comply with rules			

<b>6. Diagnostic imaging</b>			
<b>Rule 27</b>			
	Yes	No	
6.1 Imaging facilities suitable and adequate for the needs of the type of practice or access thereto			B
6.2 Maintenance of imaging facilities and equipment done regularly			B
6.3 Equipment capable of producing diagnostic quality images appropriate to the range of animals seen in the practice			B
6.4 Structural requirements and safety precautions for use of radiation equipment comply with relevant legislation			B
6.5 Imaging logbook (ID of animal and owner, numerical number, exposure factors and anatomical position and diagnosis)			C
6.6 Suitable range of cassettes, screens grids and contrast materials			B
6.7 Suitable facilities for processing, recording, viewing, filing and storage of diagnostic images			C
6.8 Permanent identification exposed in film emulsion (ID of animal and owner, practice ID, date and left/right indicator)			C

<b>7. General requirements for anaesthesia</b> <b>Rule 28</b>	Compliance		Category
	Yes	No	
7.1 Equipment for anaesthesia and facilities adequate and appropriate for the needs of the relevant practice:			A
(a) Inhalation			
(b) Parenteral			A
7.2 Appropriate range of endotracheal tubes			B
7.3 Oxygen available			A
7.4 A means to provide artificial ventilation			B
7.5 I/V fluids, administration sets and drugs for cardiopulmonary resuscitation			A
7.6 Lock-up facilities available for schedule drugs			A
7.7 Equipment for the control of body temperature			B
7.8 Monitoring to ensure safe anaesthesia			B
7.9 Anaesthetic equipment for variation in body mass within the specie range			A
7.10 Active or passive anaesthetic gas scavenging equipment			B
7.11 All persons administering anaesthesia properly trained			A
7.12 Anaesthetic equipment serviced regularly			C
7.13 Monitoring, maintenance and recovery from anaesthesia effected by registered personnel or trained non-registered personnel under supervision of a veterinarian			A
7.14 All animals are not discharged until adequately recovered from anaesthesia			B
7.15 Adequate facilities for safe induction and recovery from anaesthesia			A
<b>Surgery at Consulting Rooms</b>			
7.16 Is surgery performed at the consulting room? NO/ If YES, please refer to the requirements of an <b>Operating Room</b> , under item 8, that have to be met. ( <i>rule 25(4)</i> )			

<b><u>ADDITIONAL MINIMUM REQUIREMENTS FOR HOSPITALS</u></b>			
<b><u>8. Small Animal Hospital</u></b>			
<b>Rule 31</b>			
8.1 One or more rooms for the treatment and pre-operative preparation of patients			B
8.2 Preparation room convenient to the operating room			A
<b>Operating Room</b>			
8.3 A separate suitably equipped operating room/theatre:			A
◆ Adequate lighting			A
◆ Impervious operating table			A
◆ Gas anaesthetic apparatus			A

	Compliance		Category
	Yes	No	
◆ Adequate oxygen supply			B
◆ Radiographic viewer			B
◆ Adequate ventilation			B
◆ Adequate size			B
◆ Sufficient instruments			B
◆ No thoroughfare			B
◆ Not used as storage facility			B
◆ Only final preparation of patient done in theatre			A
◆ Suitable scrubbing up facility			A
◆ Adequate water supply			A
◆ Soap dispenser			A
◆ Sterilised:			B
gowns;			B
drapes;			B
gloves; and			B
masks and caps.			B
<b><u>9. Ward</u></b>			
9.1 A ward for hospitalising patients:			
◆ Separate cages of adequate size for each patient			A
◆ Adequate ventilation, heating and cooling			A
9.2 Are animals with contagious diseases hospitalised			A
9.3 Isolation facility for patients with contagious diseases			A
<b>Exercise area</b>			
9.4 An indoor or outdoor exercise area:			A
◆ Constructed to prevent escape			B
◆ Constructed that it can be kept clean/hygienic			B
<b>Supervision</b>			
9.5 Animals are monitored after hours			B
<b><u>10. Equine hospitals</u></b>			
<b>Rule 32</b>			
10.1 One or more examination rooms or undercover areas:			A
◆ Hand washing facilities			A
◆ Equipment for physical examination of patients			A
◆ Endoscopic equipment			B
◆ Ophthalmoscopic equipment			A
◆ Cardiographic equipment			A
◆ Crush pen with impervious floor			C
10.2 Adequate facilities for safe induction and recovery from anaesthesia (Impervious, padded material easily cleansed and disinfected, covering the entire floor area and wall up to a height of 2 metres)			A
10.3 Transportation system to and from induction area and operating			B

room			
10.4 A separate suitably equipped operating room/theatre:			A
	Compliance		Category
	Yes	No	
<b>Operating Room</b>			
◆ Adequate lighting			A
◆ Impervious suitably padded operating table			A
◆ Gas anaesthetic apparatus			A
◆ Adequate oxygen supply			A
◆ Radiographic viewer			B
◆ Adequate size			B
◆ Sufficient instruments			B
◆ No thoroughfare			B
◆ Adequate ventilation			B
◆ Not used as storage facility			B
◆ Only final preparation of patient done in theatre			A
◆ Suitable scrubbing-up facility			A
◆ Adequate water supply			A
◆ Soap dispenser			A
◆ Sterilised:			B
gowns;			B
drapes;			B
gloves; and			B
masks and caps.			B
<b>Loading Area</b>			
10.5 An area for safe loading and off loading of patients			A
<b>Stables</b>			
10.6 Stables in which patients are kept:			
◆ Patients kept individually in stables			A
◆ Stables adequately ventilated			B
◆ Are animals with contagious diseases hospitalised			A
◆ Isolation facility			A
<b>Exercise Area</b>			
10.7 An exercise area:			
◆ Constructed to prevent escape			B
◆ Constructed that it can be kept clean/hygienic			B
10.8 Flammable material stored away from stables			A
10.9 If flammable material stored in adjoining room to stables, is such room separated by a fire partition wall			A
<b>Supervision</b>			
10.10 Animals are monitored after hours			B
<b>11. Production Animal hospitals</b>			
<b>Rule 33</b>			
11.1 One or more examination rooms or undercover areas:			A
◆ Hand washing facilities			A

◆ Equipment for physical examination of patients			A
◆ Crush pen with impervious floor			A
◆ Equipment to perform standing surgical procedures			A
◆ Adequate facilities for safe induction and recovery from anaesthesia			A
◆ Transportation system to and from induction area and operating room			B
	Compliance		Category
<b>Operating Room</b>	Yes	No	
11.2 A separate suitably equipped operating room/theatre:			A
◆ Adequate lighting			A
◆ Impervious suitably padded operating table			A
◆ Gas anaesthetic apparatus			C
◆ Adequate oxygen supply			A
◆ Radiographic viewer			B
◆ Adequate size			B
◆ Sufficient instruments			B
◆ Adequate ventilation			B
◆ No thoroughfare			B
◆ Not used as storage facility			B
◆ Suitable scrubbing-up facility			A
◆ Adequate water supply			A
◆ Soap dispenser			A
◆ Sterilised:			B
gowns;			B
drapes;			B
gloves; and			B
masks and caps.			B
<b>Loading ramp</b>			
11.3 A loading ramp for safe loading and off-loading of patients			A
<b>Stalls</b>			
11.4 Stalls in which patients are kept			
◆ Patients kept separately			B
◆ Stalls adequately ventilated			B
◆ Are animals with contagious diseases hospitalised			A
◆ Isolation facility			A
11.5 Flammable materials stored away from stalls			A
11.6 If flammable materials stored in adjoining room to stalls, is such a room separated by a fire partition wall			A
<b>Exercise Area</b>			
11.7 An exercise area:			
◆ Constructed to prevent escape			B
◆ Constructed that it can be kept clean/hygienic			B
<b>Supervision</b>			
11.8 Animals are monitored after hours			B

**GENERAL COMMENTS:**



12.5 Constructed of impervious material that can be cleaned/disinfected			B
12.6 Own water supply			A
12.7 Adequate lighting			A
12.8 Secure storage of scheduled drugs			A
12.9 Refrigeration/cooling facilities for storage of biologicals/pharmaceuticals			A
12.10 Equipment for disposal of wastes including carcasses			B
12.11 Appropriate equipment and drugs for species serviced			A
12.12 Appropriate protective clothing			C
12.13 Mobile theatre complies with relevant regulations for animal theatres			A

**GENERAL COMMENTS:**

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<b><u>13. Minimum standards for house/farm calls</u></b>	Compliance		Category
	Yes	No	
13.1 Fully equipped back-up facility			A
13.2 Communication with back-up facility			B
13.3. If NO to 13.1 Has exemption been granted by Council? NO/ YES			
13.2.1 An office where clients can be received, with a neat internal and external appearance?			
13.2.2 Storeroom for pharmaceuticals			
13.3 Vehicle used maintained in a clean and sanitary condition			A



**RECOMMENDATION FROM EVALUATOR**

I hereby certify that I have evaluated the veterinary facility named above.

I recommend to the SA Veterinary Council that:

1. As the **minimum standards and requirements** of a veterinary hospital/consulting room/mobile facility **are met** the facility should **be registered/continued to be registered** as a veterinary hospital/consulting room/mobile facility.
  
2. As the standards and requirements of a veterinary hospital/consulting room/mobile facility are adequately met the facility **should be registered/ continued to be registered as a veterinary hospital/consulting room/mobile facility** provided that the outstanding requirement/s reflected on the report are addressed within the stated time period/s.

A re-evaluation is/ is not necessary to confirm that the work has been completed

3. The facility should **not be registered as a veterinary hospital/consulting room/mobile facility** due to the deficiencies reflected on the report.

4. Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Overall impression: *Excellent/ Good/ Fair/ Requires attention*

**Notes in relation to the completion of the above recommendation:**

- i. Paragraphs 1, 2, or 3 should be deleted as appropriate
- ii. If only minor matters require attention, paragraph 2 should be completed. Please indicate whether a re-evaluation will be required.

**Name of Evaluator** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date of Evaluation** \_\_\_\_\_