

Facility Name:

Date:

Facility Inspection Form - Practice Standards for Ambulatory		Complies	Non-Compliant
1	Licenses and permits issued by the Board shall be posted in a place conspicuous to the public at the establishment where veterinary services are being provided. Licensees who do relief or temporary work in an establishment shall carry a license with them or post it at the establishment. Ambulatory veterinary practices that do not have an office accessible to the public shall carry their licenses and permits in their vehicles. 26-4-5-1.d		
2	A veterinarian shall maintain individual records at his or her place of business in such a way that any veterinarian shall be able to proceed with the continuity of care and treatment of that patient. Records shall include, but not be limited to, identification of the patient, the patient's medical history, immunization records, diagnostic procedures performed, diagnosis, and treatment plan. 26-4-5.2.a		
3	The veterinarian shall be responsible for maintaining accurate records in the patient's medical history which shall include the strength, dosage and quantity of all medications used or prescribed. 26-4-5.3.c		
4	The facility must have current veterinary journals and textbooks or immediate internet access to the information provided by current veterinary journals and textbooks need to be available on the premises for ready reference. 26-4-5.1.j		
5	Each practice shall maintain laboratory services using either an in-house and/or an outside laboratory in order to meet the current standards of care for the profession. 26-4-5.4.a		
6	A veterinarian shall dispose of medical waste including sharps in accordance with local, state and federal laws. 26-5-1.h		
7	The veterinarian shall maintain all drugs and biological agents in compliance with state and federal laws. No drugs shall be dispensed that are beyond the date of expiration. 26-4-5.3.e		
8	Special handling requirements for Drugs (eg. refrigeration or light sensitive) shall be included in your instructions. A veterinarian shall store all repackaged drugs dispensed for animals in approved safety closure containers. This provision does not apply to drugs dispensed to a person who requests that the medication not be placed in these containers, or to drugs in such form or size that they cannot be dispensed reasonably in these containers. 26-4-5.3.f		
	All drugs dispensed, including repacked drugs, shall be labeled with the following: 26-4-5.3.g	<b>Label</b>	
9	The name, address and telephone number of the practice; 26-4-5.3.g.1		
10	The name of the prescribing veterinarian; 26-4-5.3.g.2		
11	The date dispensed; 26-4-5.3.g.3		
12	The client's name; 26-4-5.3.g.4		
13	The patient's name; 26-4-5.3.g.5		
14	The directions for use; 26-4-5.3.g.6		
15	The name of the drug; 26-4-5.3.g.7		
16	The strength of the drug if more than one dosage form exists; 26-4-5.3.g.8		
17	The quantity or volume dispensed; 26-4-5.3.g.9		
18	The number of refills, if any and; 26-4-5.3.g.10		
19	The expiration date. 26-4-5.3.g.11		
20	Equipment currently in use shall be maintained in working order within manufacturer guidelines. 26-4-5.1.f.		
21	All areas of the facility shall be maintained in a neat, clean, inoffensive, odor free condition at all times.		

		Complies	Non-Compliant
22	The practice shall comply with federal, state, and local regulations in regards to the maintenance and disposal of all chemical and pharmaceutical agents. 26-4-5-1.e		
<b>If Controlled Substances</b>			
23	Provide a biennial controlled substance inventory completed within the past 2 years? The performance of the biennial inventory may be delegated to another licensee, provided the veterinarian-in-charge signs the inventory and remains responsible for its content and accuracy. 26-4-7.1.b.		
24	A veterinarian that has a Federal Drug Enforcement Administration (DEA) number and uses, dispenses, administers or prescribes controlled substances shall comply with the federal and state laws pertaining to the dispensing, prescribing, storage and usage of controlled substances; including maintaining a register, which shall indicate the following: 26-4-5.3.h (locked container)		
25	The name of the prescribing veterinarian; 26-4-5.3.h.1		
26	The name of the medication dispensed or prescribed; 26-4-5.3.h.2		
27	The quantity dispensed or prescribed; 26-4-5.3.h.3		
28	The dosage of the medication, if applicable; 26-4-5.3.h.4		
29	The number of refills; 26-4-5.3.h.5		
30	The date of the dispensing or prescribing; 26-4-5.3.h.6		
31	The patient name and name of the client record; 26-4-5.3.h.7		
32	The expiration date; 26-4-5.3.h.8		
33	The method used for prescribing, such as written script, phone, fax or any other electronic means; and 26-4-5.3.h.9		
34	The name and phone number of the pharmacy or pharmaceutical agent which received the script from the veterinarian, if not delivered directly to the client. 26-4-5.3.h.10		
<b>If Radiological Services are Performed</b>			
35	If radiological services are performed, a veterinarian shall store and maintain radiographs (including dental images), whether in film or digital format for a minimum of 3 years. 26-4-5.5.a		
36	If radiological services are performed, all radiographs in any format shall have a permanent identification bearing the clients name, the patients name, the date and either left or right markers. 26-4-5.5.b		
37	If radiological services are performed, diagnostic x-ray equipment shall be kept in compliance with state and federal laws, rules and regulations. 26-4-5.5.c (if WV, health dept registration)		
38	If radiological services are performed, the facility must have lead aprons and gloves. 26-4-5.5.d.1		
39	If radiological services are performed, the facility must have thyroid shields. 26-4-5.5.d.2		
40	If radiological services are performed, the facility must have personal radiation exposure badges and corresponding monitoring reports. 26-4-5.5.d.3		

**If Surgery Services are Performed**

		<b>Complies</b>	<b>Non-Compliant</b>
41	If surgery is performed, clean water shall be accessible to the sites of the surgical procedure. 26-4-5-6.b.3		
42	If surgery is performed, emergency drugs for cardiac and pulmonary resuscitation readily accessible. 26-4-5-6.b.4		
43	If surgery is performed, a veterinarian shall use an acceptable method of sterilization of all appropriate equipment sufficient to kill spores on all instruments, packs, and equipment intended for use in sterile surgical procedures. A steam pressure sterilizer or an appropriate method of sterilizing instruments shall be used. 26-4-5.6.c		
44	If surgery is performed, the use of sterilization indicators, both internal and external, are required on all surgical packs. A sterilized date shall be marked on all sterilized items. 26-4-5-6.c		
45	If surgery is performed, the veterinarian shall provide a method for the client to obtain emergency advice pertaining to surgical and post treatment problems after the animal is released to the owner or agent following the completion of the surgery or treatment. 26-4-5-6.e		
46	If surgery is performed, there must be an illuminated X-ray viewer or a device to view digital images readily accessible to the surgery room. 26-4-6.1.i.4		

**Signature:**

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**Date:**

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