



VETERINARY FACILITY INSPECTION CHECKLIST

Name of Veterinarian	
Name of Veterinary Facility	
Address of Veterinary Facility	
VET Case Number	

"Veterinary facility" means any premises owned or operated by a veterinarian or his or her employer where the practice of veterinary medicine occurs, including but not limited to veterinary hospitals, clinics, or mobile clinics; provided, however, that such does not include a client's private property where a licensed veterinarian treats the client's animals.

Facility Standards [Board Rule 700-12-.02].

- The facility maintains appropriate federal, state, and local licenses and permits which may include but not be limited to (check all that apply):
- Professional Licenses Business License Tax ID number
 - Facility/Kennel License Medical and Hazardous Waste Permits
 - X-ray Permit Georgia Department of Labor Registration
 - Drug Enforcement Administration (DEA) registration (if applicable)
 - Animal and Plant Health Inspection Service (APHIS) Permit (if using veterinary biologics)
 - Fire Alarm Permit and Inspection Certificate.
- The facility is appropriately secured.
- The facility is sanitary.
- The staff is knowledgeable about the cleaning and disinfection of compartments, exercise areas and runs.
 - Fecal waste is removed promptly.
- An adequate supply of clean or disposable linens and supplies is available and in good repair.
- The facility is well ventilated and free of persistent offensive odors. The facility is appropriately illuminated.

- The facility is in a good state of repair.
- The facility has means for disposal of dead animals, tissue, hazardous materials, medical waste which must meet local and state requirements.
- The facility has legible exterior sign.
- Facility grounds are clean and orderly, if applicable.
- The facility has a restroom in working order which is maintained in a clean and orderly manner.
- The facility has a clean and orderly receiving area.
- The facility has a holding or housing area with proper sanitation, ventilation, lighting, size, and temperature appropriate for the animal species.
- The facility has appropriate waste receptacles available.
- The facility has effective insect and rodent control.
- Pharmaceuticals, biologicals, reagents, and lab samples are stored in accordance with label directions or other instructions.
- Facility has a fire extinguisher with current annual inspection.

Patient Care [Board Rule 700-12-.11].

- Each animal is contained in a secure manner.
- Each animal is identified as appropriate.
- Contagious animals are isolated as appropriate.
- Monitoring logs or records are available for each animal.

Record Keeping [Board Rule 700-12-.04].

- A complete, accurate and legible record is maintained on all animals, or animal groups, including but not limited to, animal owner information, animal identification, veterinary care, client consent(s) to care, client communication(s) and handouts.
- The dose and type of anesthesia, and weight and physical exam findings, as appropriate, are recorded in the patient record.
- The name of the licensed veterinarian and veterinary technician who provided care, to include but not limited to surgical interventions and treatment, is recorded in the patient record.

Drugs and Pharmacy [Board Rule 700-12-.07].

- All controlled substances are maintained in compliance with federal and state requirements.
- All pharmaceuticals dispensed are properly labeled by name, container size, strength of medication, bottle number, date of dispensation, explanation of use, lot number (if applicable), expiration date, and amount in a log.
- All outdated pharmaceuticals are separated, stored, returned, or disposed of in accordance with federal, state, and local requirements to include the use of a reverse distributor, DEA Form 41, and a log citing the date of disposal and signatures of witnesses to the disposal.
- The pharmacy area is maintained in a clean and orderly manner.
- If utilizing controlled substances, documentation of U.S. Drug Enforcement Administration certificates are on premises along with a bound inventory of controlled substances, the date the inventory was conducted and amount added to logbook, amount used, running balance, and initials of authorized employee.
- Pharmaceuticals must be maintained in a locked box and area.
- All pharmaceuticals on the premises are properly labeled with drug name, concentration or activity, and expiration date.

Surgical Standards [Board Rule 700-12-.07].

- A surgery table is used as appropriate. Such a table must have an impervious surface suitable for cleaning and disinfecting.
 - The staff is knowledgeable about the cleaning and disinfection of the surgical area.
 - Soiled linens are contained to prevent contamination.
- The surgical area is clean, orderly, and well illuminated.
- Review of five random surgical records reflects that all surgery was performed by a licensed veterinarian utilizing aseptic technique as appropriate for the procedure.
- Surgical equipment is sterilized in the following manner:
 - Cold sterilization is limited to instruments used in minor or other procedures as appropriate or limited to those instruments that cannot be sterilized otherwise.
 - Surgical instruments other than those applicable to the above are to be sterilized utilizing autoclave, gas, or other technique acceptable to the Board.
- Oxygen and equipment for administration are available.

- Facilities and equipment for resuscitation are readily available and restocked according to their posted expiration dates. Such equipment may include (circle all that are identified): Defibrillator with gel pads and paddles, clippers and extra new blades, CPR recording flow sheet, triage flow sheet, multimonitor leads and cords, pulse oximeter suction unit and catheters, oxygen tanks, tubing and masks, Ambu bags, IV supplies (catheters, infusion plugs, T-ports, tape, gauze, prep solution, alcohol, cotton balls, saline flushes and blood tubes), sutures and staples, extra electrode clips for ICG, Emergency Tracheostomy Kit, hemostats and scissors, and blood pressure cuffs.

Examination Area [Board Rule 700-12-.09].

- The examination area is maintained in a clean and orderly manner.
- Impervious waste receptacle is provided.
- Disposable towels and a sink are readily accessible as appropriate. A sink in a restroom is not considered acceptable.
- The examination table must have an impervious surface suitable for cleaning and disinfecting.
- The staff is knowledgeable about the cleaning and disinfection of the examination area.
- Soiled linens are contained to prevent contamination.

Radiology [Board Rule 700-12-.10].

For this section “radiological equipment” includes but is not limited to the following types of imaging: x-ray including dental radiography, tomography, ultrasounds, CT, PET, MRI, fluoroscopy, and nuclear medicine.

- All radiology equipment complies with all federal, state, and local radiological safety requirements.
- The last inspection of all radiology equipment was conducted annually by a qualified licensed and/or qualified professional/scientist in accordance with the Department of Community Health. A copy of the last inspection report must be provided.
- Facility provided a copy of a certificate of completion of a minimum of 6 hours of mandatory radiation safety training or radiology certification (Radiological Training Course) for each operator of the radiology equipment.
- The radiological imaging within 5 random records does not reveal the entire animal and/or include any human anatomy in the view.
- The radiology equipment has been calibrated annually by a licensed and/or qualified

