

PRACTICE STANDARDS

2009



SASKATCHEWAN
VETERINARY MEDICAL
ASSOCIATION

**SASKATCHEWAN VETERINARY MEDICAL ASSOCIATION
PRACTICE REGISTRATION AND INSPECTION FORM**

Practice name _____
Mailing Address _____
City _____ Prov. _____ PC _____
Phone _____ Fax _____
E-mail _____

VETERINARIANS

Name	School	Year	Licence #
1) _____			
2) _____			
3) _____			
4) _____			

VETERINARY TECHNOLOGISTS

Name	School	Year	Licence #
1) _____			
2) _____			
3) _____			
4) _____			

Is (are) the veterinary technologist(s) a member(s) of SAVT? Yes [] No []

Registered with Saskatchewan Workers Compensation? Yes [] No [] N/A []

Type of practice:

- a) Individual (sole proprietorship) []
- b) Partnership []
- c) Professional corporation []

Check all that apply

- Large animal consultation []
- Large animal ambulatory []
- Large animal hosp/clinic []
- Small animal house call []
- Small animal hosp/clinic []

Designated member _____
(Member who operates, manages or controls the clinic, hospital, treatment centre or place where veterinary medicine is practised)

The above must be completed by the practice prior to inspection

Inspected _____ 20____. Inspector's signature _____

Signature of practice owner/designated member or staff person _____

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1 General (Requirements apply to all practices with a public office)	Yes	No	N/A
a. The building exterior and interior are clean, in good repair, and free from hazards			
b. There is adequate lighting for entrances, parking lots, and outside walkways			
c. The signage is legible, professional in appearance and the contents are ethical			
d. The landscaping is well maintained; rubbish, litter and feces are removed as efficiently and quickly as possible			
e. The approaches are neat, tidy and free from hazards			
f. Parking is adequate			
g. Approved fire extinguishers are available and properly serviced and maintained; at least 2 per facility, located visibly near exits. If municipal or other regulations require more than 2, such are to be followed.			
h. There are sufficient smoke detectors to monitor public areas, treatment and confinement areas			
i. Staff are clean and neatly dressed			
j. Office hours are posted for client information			
k. Out-of-hours telephone number is visible from outside the office			
l. Fly and rodent control is adequate			
m. Doors and windows shall be secured and/or self-closing to prevent escape or theft of animals			
n. Emergency telephone numbers including fire, hospital and poison control center are posted			
o. Instructions for building evacuation and animal handling in case of fire or other emergency are posted and familiar to staff			
p. Emergency lighting is provided (automatic preferred); access to portable source (eg, flashlight) is sufficient; all batteries must be functional.			
q. Ventilation is adequate			
r. Access to pharmaceuticals, biologicals, hazardous materials and medical records is restricted to authorized personnel			
s. Biosecurity: staff-owned or practice-owned animals are confined when client animals are present in the clinic.			

Access to medical records
Reasonable record storage practices should be followed. Practice owners/managers are reminded of privacy concerns with respect to public/unauthorized access to medical records. Do not leave such unattended and open to public view.

2 Reception Area (Requirements apply to all facilities with public waiting areas)	Yes	No	N/A
a. The area is clean and orderly and free from hazards			
b. The area is free of offensive odours			
c. All furnishings are in good repair			
d. A clean and tidy washroom is reasonably available			
e. Surfaces are constructed of readily sanitized material *			

* Impermeable, readily sanitized surfaces, including floors – the operative concern is the ability to disinfect/sanitize such surfaces. Concrete in good condition is considered impermeable. Painted surfaces must be intact to permit proper cleaning.

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3 Facilities (Requirements apply to all practices)	Yes	No	N/A
a. Telephone listings and other forms of legal advertising comply with SVMA Bylaws			
b. Provision is made for 24-hour emergency service			
1. By assignment of a veterinarian on the premises, or			
2. By referring the caller to a staff veterinarian, or			
3. By referring the caller to another facility or service (Specific facility or service need not be specified)			
c. The following insurance is in place			
1. Liability			
2. Malpractice (professional liability insurance providing a minimum coverage of \$1,000,000 per occurrence)			
d. A recognized disinfectant and/or germicide is available			
e. Trash is disposed of safely and often so that it does not accumulate			
f. Refrigeration for carcasses and body tissue is provided or readily available			
g. Disposal of carcasses and animal tissue is conducted according to local, provincial and federal regulations			
h. Biomedical waste is disposed of in accordance with the current Saskatchewan Biomedical Waste Management Guidelines			
i. Measures are in place to guard against the transmission of communicable diseases			
j. Where appropriate, all employees shall be advised of potential risks of exposure to certain pharmaceuticals, biologicals, chemicals and radiation			

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4 Examination Facilities (Requirements apply to all practices with a public office)	Yes	No	N/A
Examination room(s) can be treatment room(s), but both must be separate from a reception area			
a. The room is clean, orderly, well lit			
b. There is good ventilation, and the area is free of offensive odors			
c. Running water is present			
d. Surfaces are constructed of readily sanitized materials*			
e. Contain(s) covered waste receptacles or demonstrate(s) a system by which waste does not accumulate			
4A Examination Room and Equipment: Small Animal Clinic/Hospital	Yes	No	N/A
a. The following equipment is readily available			
1. Examination table constructed of readily sanitized material*			
2. Scale suitable for weighing sizes of reasonably expected patients, including pediatric patients			
3. Stethoscope			
4. Otoscope and ophthalmoscope			
5. Disinfectant			
6. Sterile needles, syringes and IV catheters			
7. Thermometer			
8. Examination gloves			
9. Appropriate restraint devices (leash, muzzle, snare)			
10. Is of sufficient area for the veterinarian, the client, the animal, and at least one assistant, together with the table and necessary equipment			
4B Examination Room and Equipment: Large Animal Clinic/Hospital	Yes	No	N/A
a. Adequate drainage is provided			
b. Appropriate cleaning equipment, supplies and use of appropriate disinfectants			
c. Refuse is stored in covered waste containers or containers are emptied on a daily basis			
d. Impermeable (easily cleaned) surfaces*			
e. An unloading chute, head gate and chute system and other appropriate restraint devices are adequate for restraint of cattle (required only if doing in clinic/hospital work on cattle)			
f. There is adequate cupboard space for storage of drugs, equipment, cleaning materials, etc			
g. The following equipment is readily available (applies to LA ambulatory also)			
1. Thermometer			
2. Otoscope and ophthalmoscope			
3. Stethoscope			
4. Examination gloves			
5. Sterile needles, syringes and IV catheters			
6. Parenteral fluids available in adequate quantities			
7. Hoof care equipment (nippers, knives, hoof testers)			
8. Electroejaculator or access to the same (if breeding soundness evaluations are done)			

* Impermeable, readily sanitized surfaces, including floors – the operative concern is the ability to disinfect/sanitize such surfaces. Concrete in good condition is considered impermeable. Painted surfaces must be intact to permit proper cleaning.

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5 Medical Records (Requirements apply to all practices)	Yes	No	N/A
a. Medical records are clear and legible			
b. Medical records are maintained for 5 years			
c. The records are completed within 48 hours			
d. Records reflect referral of cases where further expertise or equipment is required			
e. Every entry made in a medical record must identify the author, where more than one individual makes entries in the medical records			
f. Where medical records files are maintained in different locations, a cross-indexing system which allows for prompt retrieval and intra- or inter-facility use is available			
g. Where relevant, medical records indicate verbal and written communications with the owner			
h. The privacy of personal information contained in client files and medical records is protected			
i. A daily appointment book or log of clients/patients seen is kept in a manner which accurately reflects practice activity; may be hard copy or computer log			
Computerized Medical Records	Yes	No	N/A
Computerized medical records are acceptable provided the above criteria are met in addition to the following requirements:			
Name of software program:			
a. The records are kept in a systematic manner			
b. The records may be made and maintained in an electronic computer system providing that			
1. the system provides visual display of the recorded information			
2. the system provides access to the information by the owner and patient's name			
3. the system is capable of printing the information promptly			
4. the system includes a password or otherwise provides reasonable protection against unauthorized access			
5. the system backs up files and allows recovery of backed up files or otherwise provides protection against loss of, damage to and accessibility of information			
c. The system is capable of visually displaying the recorded information for each patient in chronological order; it must			
1. record the date and time of each entry of information for each patient			
2. indicate any changes in recorded information			
3. preserve the original content of the recorded information when changed or updated, and			
4. be capable of being printed			

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5A Medical Records: Small Animal Clinic/Hospital & Small Animal House call	Yes	No	N/A
a. Individual records are maintained for every patient			
b. Records contain			
1. Name, address and phone number of client			
2. Patient identification, including species, age, sex, and current weight			
3. Present illness and history of the patient			
4. Vaccination records			
5. Laboratory reports including clinical and diagnostic pathology, radiology, cardiograms, etc (as applicable)			
6. Record of the patient's medical or surgical treatments including drugs prescribed, dispensed, strength, dosage, quantity, etc.			
7. Final assessment of patient including prognosis (where warranted)			
c. Medical and surgical consent forms are used			
d. Euthanasia forms or equivalent are used			
e. A dead animal file is maintained on hospitalized animals for 5 years			
5B Medical Records: Large Animal Clinic/Hospital, Ambulatory & Consultation	Yes	No	N/A
a. Are maintained on a herd or individual animal basis			
b. Adequate records are maintained on all cases (detailed invoices are acceptable, although standardized forms are recommended)			
c. Records are to contain			
1. Owner's/agent's name and initials, business/farm name, address, and phone number			
2. Animal identification (species, tattoo, tag/lot number, age, sex, etc)			
3. Results of examination of the individual or group including diagnostic tests used			
4. Diagnosis			
5. Planned treatment or surgical procedure performed			
6. Drugs prescribed or dispensed, including strength, dosage, quantity, precautions			
7. Prognosis where appropriate			
d. Standardized Bull Breeding Soundness Evaluation forms (Western Canadian Association of Bovine Practitioners or equivalent forms are used.)			
1. Stained microscope slides (used for evaluation of live/dead numbers and sperm cell morphology) are labeled in a manner that can link the slide to the owner, the date of the evaluation, and the animal			
2. The stained slides are maintained for one (1) year			

Requests for Copies of Records and/or transfer of information (referral or second opinion)

Upon the client's request and within two business days, a member shall provide to the client a copy of the information in the animal's medical record(s).

A member may charge a reasonable fee related to time and costs incurred to reproduce a portion or all of a medical record requested.

Records from a Practice that has ceased to operate

A member who ceases to practise (due to retirement, relocation, incapacitation or death) shall make prior arrangements to:

1. Retain all medical records for the required period of time; or
2. Transfer all required records to a member who assumes responsibility for the practice, including the medical records; or
3. Transfer all required records to another member practicing in the locality, or
 - a. secure storage area with a responsible person designated to allow veterinarians and clients reasonable access to the records
 - b. after publication of a notice in a local or area newspaper indicating where the records will be located and when the transfer will take place

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6 SURGERY AND ANESTHESIA
(Requirements apply to all practices)

Surgery is not permitted in a large animal consultation practice.

Major surgery is not permitted in a small animal house call practice.

Major surgery in small animals is defined as any surgical intervention that penetrates and exposes the body cavity and/or any procedure associated with extensive transection or dissection of tissue, including canine castration.

All orthopedic procedures, except application of bandages, splints or casts are considered major surgery in all species.

	Yes	No	N/A
a. The surgery room is maintained in a clean and orderly fashion			
b. Adequate lighting is provided, including emergency lighting (see Page 1 of the Standards - General Section - Item 1 p)			
c. Caps, masks and sterile gloves are in use for major surgical procedures; gowns, gloves, instruments, towels and drapes are autoclaved or purchased in sterile packs prior to each major surgical procedure			
d. Infiltrative and intravenous anesthesia are available and in use as appropriate			
e. Gas anesthetic machine is vented to the exterior of the building or a gas scavenger is used			
f. Surgical equipment in cold sterilization solution is available for non-sterile procedures; solution should be prepared and changed according to and following manufacturer's instructions			
g. A maintenance schedule for cold sterilant surgical equipment is evident; solutions prepared/used as needed and discarded after use do not require a maintenance schedule			
h. Sterile suture material is available and in use			
i. An autoclave and/or gas sterilization is in use to prepare sterile packs			
j. Sterility indicators are present in each surgery pack			
k. Surgery packs are all dated			
- single cloth-wrapped packs are stale-dated at 24 hours			
- double cloth-wrapped* packs are stale-dated at 30 days			
- double cloth-wrapped* or double paper-wrapped packs sealed into a dust-free bag are stale-dated at 6 months			
- double paper-wrapped packs are stale-dated at 30 days			
- steri-pack heat-sealed or folded 3 times with all cracks covered with tape are stale-dated at 6 months			

* Double cloth wraps may be double layers of cloth sewn together (eg, 2 layers of cloth sewn together). Paper wraps used for surgery packs/instruments must be impermeable to moisture (e.g., Steri-Drape™)

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6A Surgery and Anesthesia: Companion Animal Clinic/Hospital	Yes	No	N/A
a. There is a separate room for surgery in all clinics built or remodeled after September 2004. At present, it is suggested that the surgery room be a separate, single-purpose room			
b. This room shall consist of wall, floors, and doors constructed of solid impervious material that can be easily sanitized			
c. A surgery table is provided that can be easily sanitized			
d. Adequate lighting includes at least one adjustable surgery lamp			
e. Sterile gowns must be used for major surgical procedures, excluding canine castration			
f. Preparation of the patient is done outside the room where major surgery is performed (Applies to all clinics built or remodeled after September 2004)			
g. An oxygen source and means of positive ventilation is available at all times, as well as endotracheal tubes with intact cuffs			
h. Laparotomy drapes are utilized and exclude unprepared areas of skin and cover the tabletop, side to side			
i. Skin drapes are utilized for major surgeries			
j. Gas anesthesia (which includes anesthetic machine, oxygen source, endotracheal tubes with intact cuffs and mask) is used in major surgical procedures. Canine castration and feline ovariohysterectomy are exempt from this requirement			
k. Anesthetic log book is kept (may be combined with surgical log) and contains			
1. Client/patient ID			
2. Pre-anesthetic agent			
3. Anesthetic agent			
l. Respiratory monitoring is employed (surgeon/technician or assistant with periodic regular monitoring)			
m. Cardiac monitoring is employed			
n. Parenteral fluids are readily available			
o. Narcotic antagonists are readily available (if narcotics are used by the clinic)			
p. Equipment for the alleviation of hypothermia during surgery and post-operative is available			
q. A recovery area is provided where a patient may be frequently observed following anesthesia (but need not be separate from animal compartments)			
6B Surgery and Anesthesia: Large Animal Clinic/Hospital & Ambulatory	Yes	No	N/A
a. The surgery room or area shall consist of wall, floors, and doors constructed of solid impervious material that can be easily sanitized (applies to LA clinic/hospital only)			
b. Provision is made for appropriate waste disposal			
c. Surgeries are carried out using aseptic techniques appropriate for the procedure			
d. Sterile gloves and sterile drapes are available. The drapes are of an appropriate size to exclude unprepared areas of skin			

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7 Pharmacy (Requirements apply to all practices)	Yes	No	N/A
a. The pharmacy area is clean and orderly			
b. Storage, safekeeping and preparation of drugs are in accordance with Federal and Provincial laws			
c. All drugs and biologicals are stored according to manufacturers' recommendations			
d. Adequate refrigeration is available			
e. Narcotic/controlled drugs are stored in a locked secure location. It is suggested that a substantial safe which is anchored in place be used			
f. Each container of narcotics/controlled drugs must be marked so as to be uniquely identifiable. It is recommended this be done as soon as possible after receipt of the drug(s)			
g. The narcotic/controlled drug register (log)* is kept separate from the locked Narcotic/Controlled drugs			
h. Narcotic/controlled drug register* must contain			
1. Date dispensed			
2. Owner's name – or owner/patient ID			
3. Drug name, strength, amount dispensed			
4. Quantity remaining			
5. Number of unopened bottles			
i. Prescription pads are available and kept from the public view/access			
j. Prescription drugs are dispensed only after the establishment of a valid veterinarian-client-patient relationship (as defined in the SVMA Code of Ethics)			
k. Expired drugs are kept separate and discarded or returned to the manufacturer promptly			

* Narcotic log/register can be 1 or 2 items (eg, master register detailing acquisition and storage information + drug administration log).

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7A Pharmacy: Small Animal Clinic/Hospital and Small Animal Housecall	Yes	No	N/A
a. Oxygen source (medical or laboratory grade) with endotracheal tubes and mask available at all times			
b. A means of positive pressure ventilation is available			
c. Emergency drugs are readily available as follows:			
1. Drugs to treat anaphylaxis and shock			
2. Atropine			
3. Emetic			
4. Drugs to treat cardiovascular emergencies			
5. Anti-convulsants			
6. Analgesics (non-narcotic or narcotic; if narcotics used, narcotic antagonists must be available)			
d. Sterile needles, syringes, IV catheters, drip sets, parenteral fluids			
e. Childproof dispensing containers are available			
f. Dispensed drugs (excluding Schedule F, Part II drugs prescribed and dispensed as packaged and labeled by the manufacturer) must be labeled as to:			
1. Name of client			
2. Identification of animal(s)			
3. Name of drug			
4. Date dispensed			
5. Quantity dispensed			
6. Name of veterinarian prescribing and/or dispensing the drug			
7. Directions for use			
8. Veterinary Use Only (printed advisory)			
7B Pharmacy: Large Animal Clinic/Hospital, Ambulatory and Consultation	Yes	No	N/A
a. Oxygen source (medical or laboratory grade) with a mask is suggested			
b. Adequate records (eg, itemized receipts) are kept of all Schedule F, Part I drugs dispensed			
c. Prescriptions are given for feed additives only after the establishment of a valid veterinarian-client-patient relationship (defined in Code of Ethics)			
d. Prescriptions contain a warning of the required withdrawal period of the medication used for food producing animals			
e. Dispensed drugs (excluding drugs prescribed as indicated on the manufacturer's label and dispensed in the original, complete manufacturer's container) are labeled as to:			
1. Name of client			
2. Identification of animal(s)			
3. Name of drug			
4. Date dispensed			
5. Quantity dispensed			
6. Name of veterinarian prescribing and/or dispensing the drug			
7. Directions for use including withdrawal times for meat and/or milk			
8. Veterinary Use Only			
f. Emergency drugs are readily available as follows:			
1. Drugs to counteract anaphylaxis and shock			
2. Atropine			
3. Analgesics (non-narcotic or narcotic; if narcotics used, narcotic antagonists must be available)			
4. Calcium and magnesium parenteral solutions			
g. Sterile needles, syringes, IV catheters and parenteral fluids are available			

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8 Clinical Pathology (Requirements apply to all practices.)	Yes	No	N/A
a. Clinical pathology equipment is available in-house or a clinical pathology service is appropriately used as demonstrated by invoices and reports			
b. In-house diagnostic equipment must be maintained and calibrated to ensure accuracy of results and a record of all quality control or quality assurance maintenance and calibration must be maintained			
c. When unexpected deaths occur, necropsies are performed by or at an outside agency after obtaining the owner's permission			
d. Accurate records are maintained on clinical pathology tests for individual cases			
e. There is proper equipment available for the collection and, where necessary, the transportation and shipping of all clinical pathology and general pathology specimens			
8A Clinical Pathology: Small Animal Hospital/Clinic	Yes	No	N/A
a. Equipment is available on the premises, or			
b. Equipment is readily available with written permission from the accessed source			
c. Equipment includes:			
1. Microscope with oil immersion			
2. Centrifuge			
3. Microhematocrit			
4. Refractometer			
5. Urinalysis equipment			
6. Blood glucose evaluator			
8B Clinical Pathology: Large Animal Hospital/Clinic	Yes	No	N/A
a. Equipment is available on the premises, or			
b. Equipment is readily available with written permission from the accessed source			
c. Equipment includes:			
1. Microscope with oil immersion (applies to LA ambulatory also)			
2. Centrifuge for blood vials			
3. Microhematocrit			
4. Urinalysis equipment			

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9 Radiology (Requirements apply to all practices.)	Yes	No	N/A
a. Diagnostic radiology is provided or			
b. Radiographic cases are referred to another service or facility, and there is written evidence of such referrals			
9A Radiology (Facilities that provide diagnostic radiography)	Yes	No	N/A
a. Equipment is registered with Radiation Health Protection Branch, Registration Number:			
b. The area is free from related hazards to patients, clients, and personnel			
c. Protective equipment includes:			
1. Protective apron			
2. Protective gloves with cuff			
3. Monitoring badges are worn and written evidence is available they are sent in regularly for analysis			
4. Thyroid protection			
d. Radiographs are permanently labeled with exposure type marking devices and the label includes clinic name, exposure date and the patient's name or identification number			
e. Radiographs are stored in a manner which preserves their quality and allows for retrieval			
f. Radiographic log is maintained which includes			
1. Owner and patient Identification			
2. Date radiographs taken			
3. MAS and kV and other patient data is suggested			
g. A radiographic viewer is available and easily accessible			
h. Screens and cassettes are maintained and repaired/replaced as required			
i. Radiographs appear to be of diagnostic quality			
j. Radiographic equipment is inspected by a qualified technician as required by provincial regulations, and all required repairs or adjustments are completed in a timely manner			
9B Radiology: Small Animal Hospital/Clinic	Yes	No	N/A
a. The area where radiographs are taken is separate from the room where major surgery is performed (applies to clinics built or remodeled after September 2004)			
b. Where only one radiographic viewer is available, it is not located in the room where major surgery is performed			

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10 Vehicles and Equipment: Small Animal Housecall - Large Animal Ambulatory and Consultation	Yes	No	N/A
a. The vehicle is clean, orderly and in good repair - Includes all vehicle accessories (eg, Bowie Box)			
b. Equipment available is appropriate for the species and type of services provided			
c. Equipment is clean, neat and in good repair			
d. Refuse is stored in suitable containers that are emptied on a daily basis			
e. Storage and refrigeration of all drugs and biologicals carried in the vehicle is done according to manufacturer's directions			
10A Vehicles and Equipment: Small Animal House call	Yes	No	N/A
a. A portable holding compartment (kennel or cage) is present			
b. The compartment is secure and clean			
10B Vehicles and Equipment: Large Animal Consultation and Ambulatory	Yes	No	N/A
a. Clean coveralls or outer garments are available and used for each call			
b. Footwear is available and cleaned and disinfected on the premises after each professional call			

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11 Personnel and Care of Animals (Requirements apply to all Hospitals and Clinics)	Yes	No	N/A
a. Floors are of water-impermeable material and easily cleaned and disinfected			
b. Kennels/cages/pens have a method for secure closure			
c. Adequate personnel is on hand to assist in the treatment of outpatients and inpatients			
d. Patients are checked at night as required			
e. The course of treatment of all patients is determined by a veterinarian			
f. Hospitalized patients are provided with care until stabilization of post-surgical or critically ill patients has occurred			
g. Hospitalized animals are examined by a veterinarian at least once daily			
h. Hospitalized animals are watered and fed an adequate and appropriate diet at least once daily			
i. Food, feed and feeding utensils or equipment are stored in clean dry areas			
j. An adequate variety and quantity of foods or feeds (including prescription diets) and dishes, tubs or waterers are available to feed and water hospitalized patients			
k. Isolation procedures/facilities are recommended and are required in all clinics/hospitals built or remodeled after September 2004			
11A Personnel and Care of Animals: Small Animal Hospital/Clinic	Yes	No	N/A
a. Facilities for the proper care and containment of all hospitalized patients is provided (ie, kennels, runs)			
b. Wards are clean and orderly			
c. Each patient has a separate compartment which ensures comfort and adequate ventilation			
d. Kennels are sturdy enough to prevent cage movement while occupied, 5 of 6 sides of the cage are solid			
e. Cages with barred doors have bars no farther apart than 5 cm (2 inches) and must be readily cleaned, disinfected and maintained			
f. There is a method of attaching patient identification to the compartment			
g. Litter trays are sufficient for the caseload and number of hospitalized cats			
1. They are not to be shared among currently hospitalized cases			
2. They are disposable or readily sanitized			
h. Dishes and utensils used to feed and water patients are easily cleaned and sanitized or are disposable			
i. Refrigeration for spoilable food is available			
j. Each ward contains no more than 25 compartments			
k. Adequate exercise is provided for hospitalized patients (assuming such is not contraindicated for condition or species). This does not apply to feline exclusive clinics/hospitals. Animals are given two walks outdoors per day (animal is double-leashed) or are released into an exercise yard or an area greater than 1.4 m ² (15 feet ²) which is cleaned between occupancies by different animals.			
l. Runs			
1. Have walls and floors that are of water impermeable material properly drained and easily cleaned			
2. It is suggested that partitions are solid to a minimum of 1.2 m (4 feet) high between runs			
3. Runs are covered adequately to keep animal contained, as well as protected from weather			

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11B Personnel and Care of Animals: Large Animal Hospital/Clinic	Yes	No	N/A
a. Proper bedding is available for hospitalized animals			
b. Stalls are cleaned daily			
c. Loading, unloading, and restraint facilities and pens are designed to minimize the chance of injury or escape of animals			

12 Library (Requirements apply to all practices)	Yes	No	N/A
Includes			
1. Current and accepted veterinary reference text on			
a. Internal medicine			
b. Clinical pathology			
c. Surgery			
d. Radiology (where applicable)			
2. Current medical text for each of the species or classes of animals with which the practice is professionally involved			
3. Current copies of the following:			
a. SVMA Bylaws and Practice Standards			
b. <i>The Veterinarians Act of Saskatchewan</i>			
c. Saskatchewan Biomedical Waste Management Guidelines			
d. Dispensing Manual for Veterinarians, Saskatchewan Edition			
e. Compendium of Veterinary Pharmaceuticals			
12A Library: Large Animal Hospital/Clinic, Consultation and Ambulatory	Yes	No	N/A
Compendium of Medicating Ingredients Brochure			

<p>Access to the required information by way of the Internet is acceptable. Online access to the information shall be demonstrated to the satisfaction of the inspector.</p>
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GENERAL

Upon completion of an inspection, the practice inspector and the practice owner, designated member or appropriate staff person will sign the inspection form.

A copy of the completed inspection form will be left with the practice at the completion of each inspection.

Once the inspection is completed:

1. The deadline to meet major deficiencies as determined by the Practice Standards Committee is six (6) months.
2. The deadline to meet minor deficiencies as determined by the Practice Standards Committee is three (3) months.

Failure of compliance by the deadline will result in the case being sent to the professional conduct committee.

Practices requiring re-inspection will be assessed a surcharge for re-inspection, the amount to be determined by council.

Inspection of practices will be carried out on a rotating basis, with all practices being inspected within a 5-year period.

The inspection of a new practice, a practice that has changed ownership or a practice where the facility has been significantly remodeled shall occur within thirty (30) days of either commencing operation, completion of the remodeling or sale closing date.