

**NSVMA INSPECTION REPORT
Small Animal Hospital**

Name of Facility: _____ Date: _____

1. RECORDS:

- | | | |
|---|---|---|
| (a) Is there a clearly legible, individual medical record maintained for every patient? | Y | N |
| (b) Do the records contain sufficient information to indicate patient's assessment, planned treatment and results, including: | | |
| (i) patient identification including species, age and sex | Y | N |
| (ii) name, address and telephone number of the client | Y | N |
| (iii) present illness and history of the patient | Y | N |
| (iv) vaccination record | Y | N |
| (v) current weight | Y | N |
| (vi) lab reports as applicable | Y | N |
| (vii) record of medical or surgical treatment, including drugs prescribed and dispensed, strength, dosage and quantity | Y | N |
| (viii) the attending veterinarian identified for each entry by name, initials or code | Y | N |
| (ix) relevant signed consent forms | Y | N |
| (c) Are adequate daily records maintained for hospitalized animals? | Y | N |
| (d) Are medical records maintained for at least seven years? | Y | N |
| (e) Are all records readily retrievable? | Y | N |
| (f) Are the records retained on an electronic medium? | Y | N |
| If so, | | |
| (i) Can the information be printed promptly? | Y | N |
| (ii) Are any changes clearly indicated as so and dated? | Y | N |

COMMENTS:

2. RECEPTION AREA AND RESTROOM FACILITY:

- | | | |
|---|---|---|
| (a) Is the entrance to the reception presentable and free of hazards? | Y | N |
| (b) (i) Is the reception area clean and orderly? | Y | N |
| (ii) Is the restroom facility clean and orderly? | Y | N |
| (c) Is the Hospital Accreditation Certificate prominently displayed? | Y | N |

COMMENTS:

3. EXAMINATION FACILITIES:

(a) Are the examination facilities...		
(i) Clean and orderly, with sufficient lighting?	Y	N
(ii) Constructed or readily disinfected materials?	Y	N
(b) Is there sufficient room for doctor, patient and client?	Y	N
(c) The following equipment is available ... (although not necessarily in every examination room):		
(i) stethoscope	Y	N
(ii) ophthalmoscope	Y	N
(iii) otoscope	Y	N
(iv) alcohol or other disinfectant	Y	N
(v) thermometer	Y	N
(vi) examination table with readily disinfected, impervious surface	Y	N

COMMENTS:

4. PHARMACY:

(a) Are facilities provided for the storage, safekeeping, and preparation of drugs in accordance with Federal and Provincial laws?	Y	N
(b) Is a locked area provided for controlled drugs and narcotics?	Y	N
(c) Is there a separate locked area provided for an inventory list of controlled drugs and narcotics?	Y	N
(d) Do dispensing labels indicate hospital and doctor, dispensing date, patient, owner, drug, quantity, strength, DIN, and instructions for use?	Y	N
(e) Are childproof dispensing containers available?	Y	N
(f) Are prescription pads available?	Y	N
(g) Are expiry dates indicated on all pharmacy products where applicable?	Y	N
(h) Are sterile needles, syringes, intravenous catheters and parenteral fluids available?	Y	N
(i) Is refrigeration available for biologics and drugs requiring refrigeration?	Y	N

COMMENTS:

5. CLINICAL PATHOLOGY EQUIPMENT:

(a) Is the following equipment available?...		
(i) microscope, with oil emersion lens	Y	N
(ii) centrifuge	Y	N
(iii) micro-hematocrit centrifuge	Y	N
(iv) refractometer	Y	N
(v) urinalysis equipment	Y	N
(vi) equipment sufficient for the collection of blood samples, urine samples, bacterial cultures, and other clinical pathology specimens	Y	N
(b) Are clinical pathological services provided within the hospital laboratory, or through other qualified laboratory services?	Y	N
(c) Is there evidence and record of continuing quality control?	Y	N

COMMENTS:

6. LIBRARY:

(a) Does it include adequate reference texts and current professional journals?	Y	N
(b) Does it include a current edition of The Veterinary Medical Act of Nova Scotia, Regulations, Bylaws and the Annex to the Bylaws?	Y	N
(c) Does it include:		
(i) a Canadian edition of the Compendium of Pharmaceuticals and Specialities that is no more than three years (3) old?	Y	N
(ii) a veterinary pharmaceutical text that is no more than three (3) years old?	Y	N
(d) Does it include a current copy of The Controlled Drugs and Substances Act (Canada)?	Y	N
[including: Schedule I: Narcotics Schedule III: Amphetamines; and, Schedule IV: Barbiturates, Diazepam, etc...)		

COMMENTS:

7. RADIOLOGY:

(a) Is a diagnostic radiology area provided?	Y	N
(b) Has the radiology equipment been inspected by a qualified person?	Y	N
(c) Are the following protective equipment provided?...		
(i) a collimeter	Y	N
(ii) a protective apron (0.5 lead equivalent) long enough to extend below the wearer's knees	Y	N
(iii) gloves or mitts (0.5 lead equivalent) at least 15 inches long	Y	N
(iv) thyroid shields	Y	N
(v) monitoring badges obtained and monitored by an approved authority, and used by all staff	Y	N
(d) (i) Is equipment available for the permanent identification of radiographs?	Y	N
(ii) Is each marked with either clinic name, date and patient file number, OR with clinic name, date and patient identity?	Y	N

(e) Are files and storage for radiographs provided?	Y	N
(f) Is a radiographic log maintained which includes:		
(i) owner/patient identification, and	Y	N
(ii) other pertinent data	Y	N
(g) Are film developing facilities provided?	Y	N
(h) Is a radiograph viewer available?	Y	N
(i) Is there material for positive contrast radiography present?	Y	N
(j) Is a technique chart and measuring device available to indicate MAS, KV, and focal distance for specific body areas and thickness, that are calibrated for that particular x-ray machine?	Y	N
(k) Is the diagnostic radiographic area separate from the major surgery suite?	Y	N

COMMENTS:

8. MAJOR SURGERY SUITE:

(a) Is a separate suite for major surgical procedures provided that is clean and orderly?	Y	N
(b) Is the suite a completely enclosed, single purpose room, with walls, floors, and doors constructed of solid impervious material that is easily disinfected?	Y	N
(c) Is a surgery table provided that can be readily disinfected?	Y	N
(d) Is adequate lighting provided?	Y	N
(e) Is emergency lighting sufficient to permit completion of procedures available?	Y	N
(f) Are instruments, gowns, drapes and gloves autoclaved (or equivalent procedure) before each surgery?	Y	N
(g) Is an area outside of surgery available for pack preparation and sterilization?	Y	N
(h) Is an autoclave available?	Y	N
(i) Is one monitor included within every surgical pack to be sterilized?	Y	N
(j) Are all autoclaved materials dated and initialed?	Y	N
(k) Is sterile suture material available?	Y	N
(l) Is all equipment neat, orderly, and in good condition?	Y	N
(m) Is a surgery log kept providing date, identification of patient, and procedure including any surgical mortalities (may be combined with anesthetic log)?	Y	N
(n) Is preliminary preparation of the patient outside the room where major surgery is performed?	Y	N

COMMENTS:

9. NON-MAJOR SURGERY, DENTISTRY AND PATIENT PREPARATION:

Are the following available:

(a) clippers and fine surgical blade or razor?	Y	N
(b) vacuum cleaner?	Y	N
(c) scrub materials?	Y	N
(d) final preparation materials?	Y	N
(e) cold sterilization solution?	Y	N
(f) dental scalers, extractors, and elevators?	Y	N
(g) sterile intravenous and urinary catheters?	Y	N
(h) a sink?	Y	N

COMMENTS:

10. ANESTHETIC SERVICES:

(a)	(i)	Is the anesthetic equipment readily available?	Y	N
	(ii)	Is an anesthetic log kept? (it may be combined with surgery log).	Y	N
(b)	Does the anesthetic log contain?...			
	(i)	client/patient identification	Y	N
	(ii)	pre-anesthetic agent (dose and type)	Y	N
	(iii)	anesthetic agent (dose and type)	Y	N
	(iv)	surgical procedure	Y	N
	(v)	any remarks relevant to the anesthesia?	Y	N
(c)	Is the necessary equipment and material available for...			
	(i)	local infiltration?	Y	N
	(ii)	pre-anesthetic agent?	Y	N
(d)	Are both gaseous and intravenous anesthesia available?		Y	N
	Including...			
	(i)	anesthetic machine	Y	N
	(ii)	oxygen tank	Y	N
	(iii)	endotracheal tubes	Y	N
	(iv)	stethoscope	Y	N
(e)	Is a gas scavenger provided to remove the waste gas?		Y	N
(f)	Is some device for monitoring respiration available? (i.e. a bag device when gas anesthesia is used)?		Y	N
(g)	Is some device for cardiac monitoring available? (i.e. an esophageal stethoscope, or ECG)		Y	N
(h)	Are parenteral fluids present?		Y	N
(i)	Are narcotics used?		Y	N
	If yes , are narcotic antagonists available?		Y	N
(j)	Is resuscitative equipment available?		Y	N

- | | | |
|---|---|---|
| (k) Is equipment for the alleviation of hypothermia during and post-surgery available? | Y | N |
| (l) Is a recovery area available that allows the patient to be observed frequently?
(the area need not be separate from the animal compartments) | Y | N |

COMMENTS:

11. ANIMAL CARE COMPARTMENTS:

- | | | |
|---|---|---|
| (a) Are facilities for the proper care and containment of hospitalized patients provided?
(Including compartments for holding animals such as kennels or runs areas and equipment used in nursing care.) | Y | N |
| (b) Are wards clean and orderly? | Y | N |
| (d) Are all areas well lighted? | Y | N |
| (e) Are adequate facilities for the bathing, grooming and drying of patients available? | Y | N |
| (f) Does the hospital provide sufficient personnel to assist in the treatment of inpatients and outpatients? | Y | N |
| (g) Is a separate isolation area provided for patients with contagious diseases? | Y | N |
| (h) Do the size of the compartments conform to the Canadian Council on Animal Care Standards? | Y | N |

COMMENTS:

12. OVERNIGHT COMPARTMENTS:

- | | | |
|---|---|---|
| (a) Is proper bedding available for patients? | Y | N |
| (b) Is covering available to ensure minimum heat loss? | Y | N |
| (c) Is a separate compartment provided for each patient, with size and number to ensure adequate comfort and ventilation. | Y | N |
| (d) Is there a method of securely fastening the case door closed? | Y | N |
| (e) Are the compartments secure enough to prevent cage movement while occupied? | Y | N |
| (f) Are the compartments arranged so that patients may be observed frequently? | Y | N |
| (g) Are five (5) sides of the cages solid? | Y | N |
| (h) Are the bars on the cage doors no further than 2 inches apart? | Y | N |
| (i) Is there a method of attaching patient identification to each compartment? | Y | N |
| (j) Are litter trays...
(i) available in sufficient numbers? | Y | N |

(ii) readily disinfected or disposable? Y N

COMMENTS:

13. FOOD PREPARATION AREA:

(a) Are the bags of feed and feeding utensils stored in clean dry areas? Y N

(b) Is there an adequate variety and quantity of food and dishes available to provide food and water to the hospitalized patients? Y N

(c) Are the dishes and utensils readily cleaned and disinfected or disposable? Y N

(d) Is refrigeration for spoilable foods available? Y N

COMMENTS:

14. RUNS AREA:

(a) Is the hospital providing exclusive feline or small exotic pet service and, therefore, runs not provided? **If yes, please skip to section 15.** Y N

(b) Are the runs a minimum of 15 sf (1.4 meters), and 2.5 feet (0.75 m) wide? Y N

(c) Are the run walls and floors constructed of water impervious material, properly drained, and easily cleaned? Y N

(d) Are outdoor runs covered to prevent escape? Y N

(e) Are there solid partitions, a minimum of 4 feet in height, between runs? Y N

(f) Is running water available to clean runs? Y N

(g) If runs are indoors, are there adequate drying facilities? Y N

(h) Is all refuse stored in closed containers and removed at least once daily in accordance with local, provincial, and federal laws? Y N

(i) Does ventilation provide five (5) air changes per hour? Y N

COMMENTS:

15. OVERNIGHT CARE:

Is there adequate provision for the supervision of patients in hospital until they are in sternal recumbency and their general condition is stable and satisfactory? Y N

COMMENTS:

16. EMERGENCY SERVICES:

(a) Is professional service for emergency situations available at all times? Y N

(b) Is the service provided through one of these ways (check applicable):

- (i) Assignment of staff which could include co-operating efforts between hospitals.
- (ii) 24 hour telephone answering service which can direct the caller to a duty veterinarian.
- (iii) Another method which assures professional assistance is available. Specify:

(c) Is a newly updated verification of the provision of outsourced emergency services available in writing? Y N

(d) If the arrangements for provision of emergency care have changed since the last inspection, has the Registrar been notified in writing? Y N

COMMENTS:

17. GENERAL HOUSEKEEPING AND MAINTENANCE REQUIREMENTS:

(a) (i) Is the facility clean, uncluttered, in good repair and free of offensive odors? Y N
 (ii) Are the hallways, receptions area, and area around the building free of impediments and obstructions? Y N

(b) Is the entire facility readily cleaned and disinfected? Y N

(c) Are there puncture proof containers for the disposal of needles, scalpel blades and other sharps? Y N

(d) Does the facility contain an adequate supply of clean linens, outside the surgery area, stored to minimize contamination from surface contact or airborne sources? Y N

Including:

- (i) towels Y N
- (ii) smocks, lab coats or aprons Y N
- (iii) masks and caps Y N

(e) Is closed storage provided for housekeeping equipment, supplies, and flammable materials? Y N

(f) Are biological and pathological wastes disposed of in accordance with federal, provincial and municipal bylaws? Y N

(g) Is there evidence of regular testing of water supply and treatment as required by local authorities, unless a municipal water supply is being used? Y N

COMMENTS:

18. SAFETY:

- | | | |
|---|---|---|
| (a) Are clear written instructions for the evacuation of animals and staff from the facility in case of fire, or other emergency, posted prominently? | Y | N |
| (b) Are fire extinguishers available that conform to municipal regulations? | Y | N |
| (c) Are emergency phone numbers posted, including fire, hospital, and poison control center? | Y | N |
| (d) Are doors and windows secured or self-closing to prevent the escape or theft of animals? | Y | N |
| (e) Is there a source of emergency lighting in the facility for the purpose of finishing any procedures in process and evacuating the building? | Y | N |
| (f) Is there adequate exterior illumination of entrances, walkways, and parking areas? | Y | N |

COMMENTS:

19. MORGUE FACILITIES:

- | | | |
|---|---|---|
| (a) Are morgue facilities provided? | Y | N |
| (b) Is equipment for necropsy available? | Y | N |
| (c) (i) Is refrigerated storage for carcasses and body tissue provided? | Y | N |
| (c) (ii) Is there an adequate method for disposal of carcasses that conforms to federal, provincial and municipal bylaws? | Y | N |

COMMENTS:

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Signature of Inspector

Date

NSVMA INSPECTION REPORT – SMALL ANIMAL CLINIC ADDENDUM

1. This clinic is associated with the following small animal hospital, which holds an inspection certificate, and is located in reasonable proximity (approved by Council to be within a 60 km radius) to the area serviced by the clinic, for the provision of hospitalization, surgery, and other services not provided by the small animal clinic (Regulation 40-3);

Name of Hospital

And, has displayed prominently a current written agreement with the above facility.

2. The minimum standards for a small animal clinic are the same as for a small animal hospital, and that form will be used with the following exceptions (Annex A – Section 20):

(a) Major surgery is not to be performed. Is there evidence of compliance with this? Y N

(b) Are ovario-hysterectomies performed? Y N

If yes,

Are Sections (8) major surgical procedures, (10) anesthetic services, and, (12) overnight compartments complied with? Y N

If no,

Please cross off section (8)

(c) Are any of the following services provided? (They are optional, but if provided, must meet the minimum standards.) Y N

Section 7: Radiology Y N

Section 9: Non-major Surgery Y N

Section 10: Anesthetic Service Y N

Section 12: Overnight Compartments Y N

(Those services not provided are to be crossed off on the hospital inspection form.)

COMMENTS:

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Signature of Inspector

Date