

STANDARDS CHECKLIST

VETERINARY HOSPITAL/EMERGENCY CENTRE



An inspection of the premises can be avoided if a reasonable visualisation of the premises can be achieved from the information provided on this form and the floor plan. Please submit a one-page floor plan only which clearly identifies all the items (using words) indicated in this form and, if applicable, an additional plan showing where the practice is located if in a complex.

Physical Description

Overall size of the practice premises (internal area)

Building Type:

- New construction
- Stand alone
- On property of applicant
- Leased/rented premises*
- Other

If existing construction what was the premises previously used as:

*Number of shops/offices if located in complex

Please give details if you chose 'other' above

Construction Material

Building

Internal Walls

Floors

PART 1 - PRESCRIBED STANDARDS

1. A permanent area with no other uses. Yes No
2. In good condition with the immediate surrounding areas and the interior maintained in a clean, orderly and sanitary condition, free of insects and vermin, with safeguards taken to avoid sources and transmission of infections. Yes No
3. Internal walls and flooring coverings are impervious to allow thorough cleaning and disinfection. Yes No
4. Adequate floor space for the separation of practice functions and efficient operation of all activity areas. Yes
 No
 Shown on floor plan

5. Adequate ventilation to ensure client and patient comfort in terms of temperature and air quality. Yes No
6. Insect screening on all doors and windows. or Air conditioned throughout practice.
7. Safeguards installed including self-closing devices on doors to prevent the escape of patients brought into the premises and to ensure the effective confinement of animals at all times. This standard extends to exercising/toileting facilities. Yes No
8. Sanitary and aesthetic disposal of all wastes and excreta, cadavers and sharps at intervals sufficient to avoid the generation of offensive odours, offensive appearance and health hazards. Yes No
9. Facilities for sterilisation of instruments and drapes and storage of sterilised material. Yes No
10. Signage that includes:
 a) the days and hours of attendance;
 b) the telephone number and details for gaining out of hours veterinary attention; and
 c) the name and qualifications of the veterinary surgeons employed at the practice.

Please provide this detail in the box below and identify the location of the sign.

11. A standard of dress, cleanliness and personal appearance consistent with a clinical atmosphere. Yes No
12. Veterinary and support staff commensurate with volume of clientele and procedures undertaken. Yes No

Anticipated client load per day:

Anticipated staff complement and designation:

13. Where veterinary premises are located within the confines of a multi-use complex: Not applicable
- Veterinary premises are totally independent and separate from those of any other tenant or business type without direct public traffic ways between them. This includes airflow and doorways. Yes No
- If operating as a public veterinary practice, public entrance, telephone and electronic contact details are distinct from that of any other tenant or business type. Yes No
- Attach sketch plan showing location of premises within complex. Plan attached

14. Standard of equipment and fittings in terms of age and suitability commensurate with range of procedures to be undertaken and physical attributes of premises. Yes No
15. Practice procedures manual incorporating protocols for occupational health and safety. Yes No

PART 2 - RECEPTION AND WAITING AREA

16. Single purpose area positioned independent of practice work areas with adequate furniture and equipment for reception staff and seating for client volume. Yes No
- Show on floor plan (include size). Indicated on floor plan

Large Animals

17-20 Not applicable

17. Sufficient area to facilitate the safe loading and unloading of large animals and movement of such transport used in the delivery of these animals. Yes No
18. Suitable loading races for this purpose. Yes No
19. Suitable form of stable or secure yard to hold animals on admission. Yes No
20. A suitable grassed or surfaced area where horses can be safely examined. Yes No
- Show 18, 19 and 20 on floor plan. Indicated on floor plan

For all clients

21. Case records of veterinary examinations and procedures performed maintained in the format defined in Section 24 of the *Veterinary Surgeons Regulation 2016* and as prescribed on the Board's [website](#). Confidentiality of these records are ensured. Yes No

Detail system used:

PART 3 - EXAMINATION AND CONSULTATION AREA

22. An individual single purpose area not incorporated with public areas, one for each clinician examining or consulting concurrently. Yes No
- Show on floor plan (include size). Indicated on floor plan
23. Examination table in each area with impervious surface which can be readily cleaned and disinfected. Yes No
24. A basin with hot and cold running water and fixed drainage. Yes No
- Show on floor plan. Indicated on floor plan
25. Adequate lighting and instrumentation to carry out a competent clinical examination. Yes No

Large Animals

26-27 Not applicable

26. Securely and safely enclosed area free of extraneous noise and activity, dust free and able to be thoroughly cleaned and disinfected if needed. Yes No
- Show location and size on floor plan. Indicated on floor plan
27. Where warranted by the type of examination to be conducted, a set of examination stocks and/or squeeze crush. Yes No
- Show location on floor plan Indicated on floor plan

PART 4 - PHARMACY AND DRUG STORAGE

28. Range of pharmaceuticals consistent with a good standard of practice and the range of procedures undertaken. Yes No
29. Cold storage facility for pharmaceuticals independent of those for food or noxious samples. Yes No
30. Storage/security, labelling, recording of restricted and controlled drugs must meet Queensland Health [requirements](#). Yes No

Detail storage/security arrangements:

Show S4 drug location on floor plan

Mark as S4

Show S8 drug safe on floor plan

Mark as S8

Detail type of mounting for S8 drug safe

Show Brand/Model of S8 Receptacle

PART 5 - PATIENT ACCOMMODATION

31. Kennels/cages/stables, one for each animal, of sufficient size for the type of animal housed, constructed of solid impervious material readily cleaned and disinfected. Adequately drained and maintained in a sanitary condition to ensure comfort. Yes No
32. Accommodation compartments located in area equipped with adequate lighting, heating and/or cooling, ventilation and soundproofing to aid quick recovery/convalescence – individual cage heating is acceptable. Yes No
33. Enclosed or fenced-off facilities for exercising and toileting of a size and design adequate for the number and the nature of animals seen at the practice. Yes No Shown on floor plan
34. A defined area for the hygienic preparation and storage of food. Yes No
35. Appropriate eating and drinking utensils and suitable protocol for hygienic handling and maintenance. Yes No
36. Facilities for bathing and grooming of in-patients. Yes No Not required for consulting rooms

37. Areas incorporating kennels/cages/stables designated for the care and treatment of practice patients separate to those areas used for boarding animals. Yes
 No
 No boarding at practice

Large Animals No large animals seen at practice Not applicable

38. Stables and yards suitable for safe holding and feeding. One stable that can be easily sterilised and effectively isolated from other medical and surgical cases for the accommodation of infectious disease cases. Suitable enclosed accommodation for at least three (3) large animals. Yes No

PART 6 - SURGERY AREA

39. Small animals – Dedicated area not a thoroughfare ideally with one interior access entrance only. Yes
 No
 Shown on floor plan including size
 N/A - large animal practice

40. Large Animals – Suitable building free from dust and totally enclosed. Should allow for safety to animals and personnel and facilitate easy and proper sterilisation. Yes
 No
 Shown on floor plan including size
 N/A - small animal practice

41. Adequate equipment and instrumentation for the competent performance of surgery and maintenance of surgical anaesthesia and resuscitation of patients. Yes No

42. Surgical table of impervious material which can be readily cleaned and disinfected. Yes No

43. Inhalation anaesthetic system incorporating a scavenging device which expels or captures excess anaesthetic gases and volatile agents either by exterior venting or use of activated carbon canisters. Yes No

44. Surgical light in addition to room lighting. Yes No

45. All furniture and equipment capable of being readily sterilised by chemical means. Yes No

46. All surgical procedures carried out under sterile operative conditions. No sinks or equipment such as x-ray machines are permitted to be in the theatre. Noted
 Location of scrub sink shown on floor plan

47. Surgery area not to be used for general storage or placement of office furniture or other equipment. Yes No

48. Surgical log to be kept (this can be part of the patient history record). Yes No

49. Anaesthetic log to be kept. Yes No

Anaesthetic Recovery Area

50. Small animals - separate area adjacent to the main surgery area to allow constant monitoring of recovery animals. Readily accessible to emergency equipment and readily sterilised. Yes
 No
 N/A - large animal practice.
51. Large Animals – separate area adjacent to the main theatre area to allow constant monitoring of recovery animals, either padded or protected with suitably covered hay bales. Lining material to be either disposable material or capable of wet sterilisation. Yes
 No
 N/A - small animal practice.

PART 7 - RADIOLOGY

52. X-ray equipment and facilities capable of producing diagnostic radiographs appropriate to the range and size of animals seen at the practice. Yes No
 Equipment type:
53. A [license to possess the x-ray equipment](#) incorporating a radiation safety and protection plan. (Copy of possession license or evidence of receipt of application for license must be attached) Yes No
54. All persons using x-ray equipment hold a use license. Yes No
55. X-ray film identified at the time of exposure and should include the name of the practitioner or practice, client, animal and date, and clearly identify left and right sides of the animal. Yes
 No
 N/A - digital
56. Developing facilities with bench and storage space incorporated in radiology section. Show on floor plan. Yes
 No
 Shown on floor plan
 N/A - digital
57. As part of the animal's case history record, radiographs to be safely stored for at least the minimum statutory term (3 years). Yes No

PART 8 - TREATMENT AND PREPARATION AREA

58. A separate area suitably equipped for the pre-surgical preparation and treatment of hospitalised patients. Show on floor plan. Yes
 No
 Shown on floor plan
59. Inhalation anaesthetic system additional to that used in surgery area. Yes No
60. Area used for the recovery of anaesthetised small animals and suitably equipped. Yes No
61. Facilities for the sterilisation of instruments and drapes provided in this area. Yes No

Large Animals

62. Separate stable or secure safe yard, provision for recovery from anaesthesia (if to be performed), safely equipped for both animal and personnel safety.
- Yes
 No
 N/A - small animal practice.

PART 9 - LABORATORY

63. Microscope Yes No

Detail:

64. Facilities for the simple examination of blood, serum, urine and faecal specimens in addition to demonstrable access and usage of a professional service in haematology, chemistry, bacteriology, parasitology and pathology if these services are not carried out on the premises. Yes No

Detail:

65. Adequate bench and shelf space. Show on floor plan. Yes
 No
 Shown on floor plan

66. Refrigeration for laboratory use, which may be used for vaccine storage. Show on floor plan. Yes
 No
 Shown on floor plan

PART 10 - DISEASE CONTROL AREAS

67. Necropsies and contaminated surgical procedures performed under strict disease control conditions in a dedicated area. Show on floor plan. Yes
 No
 Shown on floor plan

68. Facilities suitably equipped for the isolation of animals suffering from infectious diseases, providing a physical and air space difference from all other areas of the premises. Show on floor plan. Yes
 No
 Shown on floor plan

PART 11 - AMENITIES

69. A business office which is convenient to staff and clients. Show on floor plan. Yes
 No
 Shown on floor plan

70. A library containing up-to-date reference material either as text books, journals, electronic material, computers with access to Internet facilities, covering the range of animals and conditions seen in the practice. Show on floor plan. Yes
 No
 Shown on floor plan

71. A separate area for staff privacy including a lie down type of sofa or bed for emergency sick use. Intern flat where provided can be used similarly. Show on floor plan. Yes
 No
 Shown on floor plan

PART 12

72. Minimum of two (2) veterinary surgeons employed with subject premises as their practice base so as to provide continuous capacity for concurrent treatment of emergency cases. Yes No
73. A minimum of two (2) examination/consultation areas with an additional area provided for other extra veterinary surgeons expected to be consulting concurrently. Show on floor plan. Yes
 No
 Shown on floor plan
74. Facilities for personal washing and sterilisation by veterinary surgeons including suitable foot or elbow operated water taps. Yes No
75. Provision of emergency medical and surgical treatment from a veterinary surgeon seven days per week, 24 hours per day no more than thirty (30) minutes after first contact by the client. (exception applies to specialist referral practices and emergency referral practices). Yes No

Detail arrangement.

(A) Veterinary surgeon to be on the premises at all times; or

(B) Employment of communication system providing continuous out-of-hours telephone contact with a veterinary surgeon rostered for duty (a screening system can be implemented to eliminate non-emergency calls); or

Detail:

(C) Diversion of telephone calls to another dedicated emergency care practice of equivalent standard ie another veterinary hospital or centre where a veterinary surgeon is rostered for duty, but only if emergency treatment can be accessed no more than thirty (30) minutes after first contact by the client. (Diversion of calls to a practice not of equivalent standard not permitted.)

Detail:

76. For premises with a service arrangement identified in either 74 (B) or (C), sign on prominent display at entrance of premises giving contact information for access to the emergency veterinary services of the practice. Yes No

Show wording of sign:

Additional Information in support of your application:

A large, empty rectangular box with a thin black border, intended for providing additional information in support of an application. The box is currently blank.