

Date:

Facility Name:

Vet In Charge:

Host Name:

Facility Inspection Form - Practice Standards for Stationary, Mobile and Emergency		Complies	Non-Compliant
1	A reception room and office, or combination of the two. 26-4-6.1.a		
2	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		
3	The veterinarian shall post a copy of this section (Abandoned Animals) in a conspicuous location at the veterinary facility. 26-4-9.5		
Patient Records			
4	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		
5	Perform a physical examination of the animal. A group of animals of one species under single ownership may be considered as a single entity. A veterinarian/client/patient relationship is established for the whole group if a representative number of animals have been examined. 26-4-5.1c.1		
6	Discuss with the client a diagnostic assessment and treatment plan, including medications and follow up recommendations. This information shall be entered into the patient's medical record. 26-4-5.1.c.2		
7	The practice owner shall keep and maintain current patient records on the business premises for a period of 3 years beyond the last patient visit and the records are the responsibility and property of the owner of the veterinary practice. 26-4-5.2.b		
8	Prescriptions may be refilled for up to one year or the maximum number of refills prescribed from the examination date at the prescribing veterinarian's discretion. After 1 year, the patient shall be re-examined before an additional prescription is validated. 26-4-5.3.j		
9	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		
10	A veterinarian shall provide every animal with a pre-surgical assessment within 12 hours prior to the administration of an anesthetic, and the results of this examination shall be noted in the patient's medical record. 26-4-5.8.b		
If a Change in Veterinarian-in-Charge			
11	Was the Board notified immediately of the veterinarian no longer acting as the veterinarian-in-charge? 26-4-7.1.d		
12	Did the new veterinarian-in-charge take a complete initial inventory of all Schedule II-V drugs on-hand prior to the opening of the business, on the date of the change of veterinarian-in-charge? 26-4-7.2.d		
If a Change in Ownership			
13	Was the Board notified within 5 days of purchase? 26-4-8.3		

		Complies	Non-Compliant
14	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		
15	A veterinarian shall have a method of correctly weighing an animal. 26-4-5.1.k		
16	An examination area, species suitable, which is separate from other areas of the facility of sufficient size to accommodate the veterinarian, technician or assistant, patient, and client. 26-4-6.1.b		
17	Examination area shall have lighting adequate to perform a thorough physical examination. 26-4-6.1.b.1		
18	Examination area shall have convenient access to a sink with hot and cold running water. 26-4-6.1.b.2		
19	Examination table with an impervious surface which can be easily cleaned and disinfected. An examination table is optional in large animal mobile practices. 26-4-6.1.f		
20	The facility must have all floors, counter tops and wall surfaces in the traffic or working areas of the hospital constructed with an impervious material that can be easily washed and disinfected. 26-4-6.1.g		
21	A veterinarian shall dispose of medical waste including sharps in accordance with local, state and federal laws. 26-5-1.h		
22	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		
23	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		
24	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	Label	
25	The name, address and telephone number of the practice; 26-4-5.3.g.1		
26	The name of the prescribing veterinarian; 26-4-5.3.g.2		
27	The date dispensed; 26-4-5.3.g.3		
28	The client's name; 26-4-5.3.g.4		
29	The patient's name; 26-4-5.3.g.5		
30	The directions for use; 26-4-5.3.g.6		
31	The name of the drug; 26-4-5.3.g.7		
32	The strength of the drug if more than one dosage form exists; 26-4-5.3.g.8		
33	The quantity or volume dispensed; 26-4-5.3.g.9		
34	The number of refills, if any and; 26-4-5.3.g.10		
35	The expiration date. 26-4-5.3.g.11		
36	A veterinarian shall provide and maintain sanitary methods for the disposal of deceased animals in compliance with the local, state and federal health rules and regulations, and provide refrigeration exclusively for carcasses of companion animals that require storage for 12 hours or more. 26-4-5-1.g		

		Complies	Non-Compliant
37	A kennel, stall, or housing area where animals can be retained for treatment and post surgical observation. This area shall have separate compartments for each animal which shall be maintained in a sanitary manner and allow for the comfort of the animal. 26-4-6.1.d		
38	If animals are housed overnight, an isolation area with the proper protocol to handle infectious diseases. 26-4-6.1.e		
39	Small animal practices which house animals overnight must have at least 1 exercise run maintained in a clean and sanitary condition. The surfaces (walls and flooring) shall be impervious so that they can be sanitized and-disinfected. 26-4-6.1.h		
40	The facility must have indoor lighting sufficient for the safety of staff and patients. 26-4-6.1.c		
41	All areas of the facility shall be maintained in a neat, clean, inoffensive, odor free condition at all times.		
42	Equipment currently in use shall be maintained in working order within manufacturer guidelines. 26-4-5.1.f.		
43	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		
If Controlled Substances are Handled			
44	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.		
45	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)		
46	The name of the prescribing veterinarian; 26-4-5.3.h.1		
47	The name of the medication dispensed or prescribed; 26-4-5.3.h.2		
48	The quantity dispensed or prescribed; 26-4-5.3.h.3		
49	The dosage of the medication, if applicable; 26-4-5.3.h.4		
50	The number of refills; 26-4-5.3.h.5		
51	The date of the dispensing or prescribing; 26-4-5.3.h.6		
52	The patient name and name of the client record; 26-4-5.3.h.7		
53	The expiration date; 26-4-5.3.h.8		
54	The method used for prescribing, such as written script, phone, fax or any other electronic means; and 26-4-5.3.h.9		
55	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		
If Radiological Services are Performed			
56	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		
57	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		

		Complies	Non-Compliant
58	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 (WV DHHR Registration)		
59	If radiological services are performed, the facility must have lead aprons and gloves. 26-4-5.5.d.1		
60	If radiological services are performed, the facility must have thyroid shields. 26-4-5.5.d.2		
61	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			
62	If surgery is performed, clean water shall be accessible to the sites of the surgical procedure. 26-4-5-6.b.3		
63	If surgery is performed, emergency drugs for cardiac and pulmonary resuscitation readily accessible. 26-4-5-6.b.4		
64	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		
65	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.d		
66	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		
67	If surgery is performed, the facility must have a room designated solely for surgery, separated by doors, and distinct from all other rooms. 26-4-6.1.i.1		
68	If surgery is performed, the surgery room must have lighting adequate to perform surgery. A surgery room shall be equipped with either a ceiling mounted or free standing surgery light with a light source capable of being adjusted or redirected. Backup emergency lighting is required of sufficient intensity to conclude surgery in case of power outage. 26-4-6.1.i.2		
69	If surgery is performed, the surgery room must have a surgery table with an impervious surface which can be cleaned & easily disinfected. 26-4-6.1.i.3		
70	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		
71	If surgery is performed, surgery room must have walls, floors and counter tops constructed with an impervious material capable of being cleaned & routinely disinfected. 26-4-6.1.i.5		
Emergency Facility Requirements - Additional			
72	In an emergency facility, An electrical cardio graphic monitoring device. 26-4-6.2.a		
73	In an emergency facility, A veterinarian on the premises at all times during the posted hours of operation. 26-4-6.2.b		

Signature: _____

Date: _____