

MINIMUM STANDARDS FOR VETERINARY FACILITIES IN ONTARIO
TITLE 4. – COMPANION ANIMAL MOBILE
(SAMPLE INSPECTION FORM)

1.0 GENERAL

- 1.1 The facility is composed of:
1. a stationary element ("base unit"), Y N
 2. one or more elements that are readily mobile from one service to another ("mobile unit"). Y N
- 1.2 The facility,
1. is self-contained, Y N
 2. has a separate and distinct entrance directly from the street or, if the facility is in a building containing more than one facility, directly from a common lobby, hallway or mall. Y N
- 1.2.N If the base unit is part of the owner/director's residence, then Standard 1.2 does not apply.**
- 1.3 The facility has, and appears to have, the practice of veterinary medicine as its primary purpose. Y N
- 1.4 The facility is not, and does not appear to be, associated with or operated in connection with another enterprise. Y N
- 1.4.N Standards 1.3 and 1.4 do not prohibit the providing of ancillary services in the facility which are incidental and subordinate to the professional services provided in the facility.**
- 1.5 The facility is not located in, and has no direct public access to, a commercial establishment,
1. where animals are bought or sold, Y N
 2. providing animal food or other goods or services used principally by, with or for animals. Y N
- 1.6 There is a written agreement between the member or members who own or lease the facility and the member or members who own or lease an accredited companion animal hospital within the geographical area usually served by the mobile unit. Y N
- 1.6.N No agreement is necessary if the member or members who own or lease the facility also own or lease an accredited companion animal hospital within the geographical area usually served by the facility.**
- 1.7 The written agreement provides that the member or members who own or lease the companion animal hospital, or his, her or their associates, will provide the services for animals referred to him, her or them by a member practicing in the facility for radiology, surgery, and hospitalization. Y N

1.8 RECORDS

Note: Refer to O.REG.1093, 22.-(1), (5) and (6), Regulation1093, Revised Regulations of Ontario as amended, under the Veterinarians Act.

- 22.-(1) Do the records for each companion animal contain:
- | | | | | |
|--------------|------|--|---|---|
| 1.8.22.1.1 | (1) | Patient identification, including species, age and sex. | Y | N |
| 1.8.22.1.2 | (2) | The client's name, address and telephone numbers. | Y | N |
| 1.8.22.1.3 | (3) | If the client is likely to be absent from his or her address while the animal is confined with the member, the name, address and telephone number of a person to be contacted in case of an emergency. | Y | N |
| 1.8.22.1.4 | (4) | Date of each time that the member sees the animal. | Y | N |
| 1.8.22.1.5 | (5) | A history of the animal's health, including a record of vaccinations. | Y | N |
| 1.8.22.1.6 | (6) | The animal's current weight. | Y | N |
| 1.8.22.1.7 | (7) | Particulars of each assessment, including any laboratory investigations performed or ordered by the member and the results of each assessment. | Y | N |
| 1.8.22.1.8 | (8) | A note of any professional advice given regarding the animal and an indication of when and to whom the advice was given if other than the client. | Y | N |
| 1.8.22.1.9 | (9) | All medical or surgical treatments and procedures used, dispensed, prescribed or performed by or at the direction of the member, including the name, strength, dose and quantity of any drugs. | Y | N |
| 1.8.22.1.10. | (10) | A copy of all reports prepared by the member in respect of the animal. | Y | N |
| 1.8.22.1.11 | (11) | A final assessment of the animal. | Y | N |
| 1.8.22.1.12 | (12) | The fees and charges, showing separately those for drugs and those for advice or other services. | Y | N |
- 22.-(5) Are the records:
- | | | | | |
|------------|------|--|-----|-----|
| 1.8.22.5.1 | (a) | legibly written or typewritten; | Y | N |
| 1.8.22.5.2 | (b) | kept in a systematic manner; | Y | N |
| 1.8.22.5.3 | (b1) | in practices of more than one practitioner or practices that employ locums , identified after each entry with the initials or code of the veterinarian responsible for the procedure; and
(EITHER YES or N/A) | N/A | Y N |
| 1.8.22.5.4 | (c) | retained for a period of at least five years.
(not applicable if new facility) | N/A | Y N |
- 22.-(6) Are the records retained in an electronic medium.**(EITHER YES OR NO)**
- IF YES:**
- | | | | | |
|-------------|-----|---|---|---|
| 1.8.22.6.1. | (1) | is the recorded information capable of being printed promptly; and | Y | N |
| 1.8.22.6.2 | (2) | are any changes in the recorded information clearly indicated as changes. | Y | N |
- How many records were examined? _____
- | | | | |
|------|---|---|---|
| 1.9 | The records are readily retrievable to the mobile unit. | Y | N |
| 1.10 | The contents of the mobile unit are organized so that they can be obtained readily for efficient service. | Y | N |
| 1.11 | The mobile unit is operated from, and in association with, only the base unit. | Y | N |

2.0 LIBRARY

- 2.1 The facility contains:
- | | | | |
|-----------|---|---|---|
| 1. | 1 or more veterinary reference publications published within the prior three years on basic topics in companion animal medicine or surgery (such as diagnosis, therapy or surgery), | Y | N |
| 2. | 2 or more current subscriptions to journals that are generally accepted as authoritative in recent developments in companion animal medicine or surgery; | | |
| OR | alternatively, a subscription to a computerized veterinary information network, | Y | N |
| 3. | (a) a copy of the <u>Veterinarians Act</u> (Bill 39), | Y | N |
| | (b) and the regulations (O.REG.1093), | Y | N |
| | (c) standards, | Y | N |
| | (d) and by-laws under the Act. | Y | N |
| 4. | a copy of the current regulations made under the <u>Drug and Pharmacies Regulation Act</u> (O.REG.551), | Y | N |
| 5. | a copy of the <u>Compendium of Pharmaceuticals and Specialties</u> published within the last three years, | Y | N |
| 6. | a copy of the <u>Compendium of Veterinary Products</u> OR <u>CDMV Compendium</u> published within the last three years. | Y | N |

2.1.N. The above library requirements may be met by having access to an electronic equivalent.

3.0 EXAMINATION FACILITIES

- | | | | |
|-----|--|---|---|
| 3.1 | The mobile unit contains a waste receptacle. | Y | N |
| 3.2 | The following equipment or supplies are readily available in the mobile unit, | | |
| 1. | restraint devices such as a leash, a muzzle or safety snare, | Y | N |
| 2. | stethoscope, | Y | N |
| 3. | ophthalmoscope, | Y | N |
| 4. | fluorescein eye-staining strips or single dose disposable fluorescein eye drops, | Y | N |
| 5. | otoscope and speculum, | Y | N |
| 6. | alcohol or other disinfectant, | Y | N |
| 7. | thermometer, | Y | N |
| 8. | examination gloves, | Y | N |
| 9. | lubricant, | Y | N |
| 10. | disinfectant for examination surfaces and applicators for the disinfectant, | Y | N |
| 11. | examination light. | Y | N |

4.0 PHARMACY

- 4.1 **Note:** Refer to O.REG.1093 25.-(1) to 28.-(4) Regulation 1093 Revised Regulations of Ontario, as amended under the Veterinarians Act.
- | | | | |
|------------|--|---|---|
| 4.1.25.1 | 25.-(1) Is there a system for filing the records of purchasing drugs. | Y | N |
| | (2) Do these records contain the following information: | | |
| 4.1.25.2.1 | (a) the date of the purchase. | Y | N |
| 4.1.25.2.2 | (b) the name, strength and quantity of the drug. | Y | N |
| 4.1.25.2.3 | (c) the name and address of the person from whom the drug was purchased or received. | Y | N |
| 4.1.25.2.4 | (d) the purchase price. | Y | N |
| 4.1.25.2.5 | (e) evidence of the signature of the member who purchases controlled substances, ketamine or targeted drugs. | Y | N |

4.0 PHARMACY (continued)

4.1.27.2.	27.-(2) Are the written records retained for at least five years. (not applicable if new facility)	N/A	Y	N
	Are drugs dispensed from the mobile?	(EITHER YES OR NO)	Y	N
	IF YES:			
	27.-(3) Are the containers in which the drugs are dispensed marked with:			
4.1.27.3.1.	(a) the name, strength and quantity of the drug.		Y	N
4.1.27.3.2.	(b) the date the drug is dispensed.		Y	N
4.1.27.3.3.	(c) the name and address of the member.		Y	N
4.1.27.3.4.	(d) the identity of the animal or group of animals for which it is dispensed.		Y	N
4.1.27.3.5.	(e) the name of the owner of the animal or animals.		Y	N
4.1.27.3.6.	(f) prescribed directions for use.		Y	N
4.1.28.	28. Does the member dispense controlled substances? (EITHER YES OR NO)		Y	N
	IF YES:			
4.1.28.1.0	Is there a “Controlled Substances Register” ?		Y	N
	Are ALL controlled substances recorded in the log?		Y	N
	28.-(1) Does the Controlled Substances Register contain the following information:			
4.1.28.1.1	(a) the date of dispensing.		Y	N
4.1.28.1.2	(b) the name and address of the owner of the animal(s) for which the drug was dispensed.		Y	N
4.1.28.1.3	(c) the name, strength and quantity of the drug dispensed.		Y	N
4.1.28.1.4	(d) the quantity of drug remaining after dispensing.		Y	N
4.1.28.4	28.-(4) Are ALL controlled substances, ketamine and targeted drugs kept in a locked cabinet designed and constructed to ensure the reasonable security of the drugs.		Y	N
4.2	Secondary containers for the storage of drugs within the facility have labels containing the name, strength where applicable, lot number and expiry date of the drugs.		Y	N
4.3	Expired drugs are kept separate from unexpired drugs and are discarded or returned to the manufacturer promptly after expiry.		Y	N
4.4	Biologics and other drugs in the base unit requiring refrigeration are kept in a refrigerator.		Y	N
4.5	Biologics and other drugs in the mobile unit requiring refrigeration are kept in a device adequate to maintain the temperature recommended by the manufacturer of the biologic or other drug.		Y	N

4.0 PHARMACY (continued)

4.6	The mobile unit contains:			
	1. adrenergic/sympathomimetic,		Y	N
	2. anti-cholinergic,		Y	N
	3. analgesic,		Y	N
	4. sedative/tranquillizer,		Y	N
	5. anesthetic: local/regional,		Y	N
	6. anti-inflammatory,		Y	N
	7. anti-microbial for intramuscular and intravenous administration,		Y	N
	8. anti-convulsant,		Y	N
	9. diuretic,		Y	N
	10. emetic and anti-emetic,		Y	N
	11. replacement fluids for intravenous administration,		Y	N
	12. if narcotics are used, a narcotic reversal agent,		Y	N
	13. biologics for common infectious diseases.		Y	N
4.7	Bulk supplies of drugs are kept in the base unit, and the mobile unit contains drugs sufficient only for the reasonably expected daily need.		Y	N
4.8	Does the member dispense Ketamine?			
		(EITHER YES OR NO)	Y	N
	IF YES:			
	Is there a “Ketamine Register” where all dispensed Ketamine is recorded?		N/A	Y N
	Does the Ketamine Register contain the following information:			
4.8.1.	the date of dispensing,		N/A	Y N
4.8.2.	the name and address of the owner of the animal or animals for which the drug was dispensed,		N/A	Y N
4.8.3.	the name, strength and quantity of the drug dispensed, and		N/A	Y N
4.8.4.	the quantity of the drug remaining after dispensing.		N/A	Y N
4.9	Does the member dispense targeted drugs?			
		(EITHER YES OR NO)	Y	N
	IF YES:			
	Is there a “Targeted Drug Register” where all targeted drugs are recorded?		N/A	Y N
	Does the Targeted Drug Register contain the following information:			
4.9.1.	the date of dispensing,		N/A	Y N
4.9.2.	the name and address of the owner of the animal or animals for which the drug was dispensed,		N/A	Y N
4.9.3.	the name, strength and quantity of the drug dispensed, and		N/A	Y N
4.9.4.	the quantity of the drug remaining after dispensing.		N/A	Y N

5.0 LABORATORY

5.1	The base unit contains:			
	1. centrifuge and centrifuge tubes,		Y	N
	2. microhematocrit centrifuge, microhematocrit capillary tubes and tube sealant,		Y	N

5.0 LABORATORY (continued)

- 5.1.3. forms for recording laboratory test results. Y N
- 5.1.N The centrifuges required by items 5.1.1 and 5.1.2 may be the same if the machine is suitable for both types of functions. The centrifuges required by 5.1.1 and 5.1.2 are not required if the written agreement in 1.6 and 1.7 includes use of the centrifuge at the companion animal hospital.**
- 5.2 The mobile unit contains equipment suitable for the collection of the specimens needed for the procedures in standard 5.3. Y N
- 5.3 The following investigation procedures can be performed within the base unit or there is evidence of an arrangement that such procedures are performed by a diagnostic laboratory or an accredited companion animal hospital or there is a suitable combination for the performance of such procedures:
1. hematology, Y N
 2. biochemistry, Y N
 3. immunology, Y N
 4. cytology, Y N
 5. urine analysis, Y N
 6. microbiology, Y N
 7. histopathology, Y N
 8. parasitology. Y N

6.0 RADIOLOGY

- 6.1 Since radiology is **NOT** performed in the facility, the facility does not contain items that would allow the taking or developing of x-rays. Y N

7.0 TREATMENT

- 7.1 The mobile unit contains, for minor surgery and medical treatment:
1. electric hair clippers and a fine surgical blade or a razor for hair removal, Y N
 2. preparations for cleansing skin and other tissue prior to surgery, including a skin cleaning solvent and an antiseptic skin preparation solution, Y N
 3. a tray or container of fresh cold sterilization solution **OR** sterilized packs containing at least one of each of:
 1. scalpel handles (not required if sterile disposable scalpels are used), Y N
 2. scissors, Y N
 3. suture needles, Y N
 4. needle drivers, Y N
 5. thumb forceps, Y N
 6. hemostatic forceps. Y N
 4. sterile gauze sponges, Y N
 5. absorbable and non-absorbable sterile suture material, Y N
 6. sterile intravenous catheters and administration sets, Y N
 7. sterile urinary catheters, Y N
 8. intravenous stand or equivalent, Y N
 9. drainage tubes, irrigation solutions and irrigation application supplies, Y N
 10. sterile needles and syringes, Y N
 11. cotton, gauze, bandages, tapes and splints, Y N
 12. stomach tubes appropriate to the esophageal sizes of reasonably expected animals, Y N
 13. sterile scalpel blades. Y N

7.0 TREATMENT (continued)

- 7.2 If sterilized packs are used instead of cold sterilization in 7.1.3, then the facility must contain a steam sterilizer or the written agreement required by standards 1.6 and 1.7 includes use of the steam sterilizer at the companion animal hospital. Y N
- 7.3 The mobile unit contains a cylinder of compressed medical oxygen, a means of holding it securely during transport for purposes of safety and a device for administration of the oxygen, and a bag or other device for maintenance of respiration. Y N

8.0 ANESTHESIA

- 8.1 The mobile unit does not contain any agent capable of inducing general anesthesia other than for the treatment of emergency or critical conditions, such as strychnine poisoning or epileptic seizures, where anesthesia is indicated. Y N
- 8.2 The base unit does not contain any agent capable of inducing general anesthesia other than for the treatment of emergency or critical conditions, such as strychnine poisoning or epileptic seizures, where anesthesia is indicated, unless the base unit is a companion animal hospital, food producing animal hospital, or an equine clinic. Y N

9.0 OPERATING AREA

- 9.1 1. The mobile unit does **not** contain an area for the performance of major surgery. Y N
2. The base unit, unless the base unit is an accredited companion animal hospital, food producing animal hospital or an equine clinic, does not contain an area for the performance of major surgery. Y N

10.0 CONFINEMENT

- 10.1 The mobile unit contains at least one compartment for the confinement of animals needing transport to another facility. Y N
- 10.2 The compartments are large enough to accommodate comfortably animals of the reasonably expected sizes, and each compartment:
1. allows adequate amounts of air to circulate within it, Y N
2. is secure and solidly constructed, Y N
3. permits easy observation of the animal, Y N
4. has a floor constructed of a solid, readily sanitized, fluid-impervious material, Y N
5. has a door effective to prevent the contained animal from escape, Y N
6. can be fastened securely within the mobile unit. Y N
- 10.3 The mobile unit contains:
1. equipment and materials for applying disinfectants to compartments, Y N
2. material for clean, dry bedding, Y N
3. blanket or towel for the prevention of heat loss, Y N
4. equipment and materials for identifying animals, Y N
5. a container for waste from compartments. Y N

11.0 NECROPSY

- 11.1 Unless the base unit is a companion animal hospital, companion animal office, food producing animal hospital, or an equine clinic with an area for the

11.0 NECROPSY (continued)

performance of necropsies, records kept in respect of the facility demonstrate a regular pattern of transferrals for necropsy to another facility. Y N

12.0 HOUSEKEEPING

12.1 The mobile unit contains a puncture-proof container into which needles, scalpel blades and other things capable of penetrating skin are discarded. Y N

12.2 The entire facility is clean, uncluttered, in good repair and free of offensive odours. Y N

12.3 Carcasses are disposed of within 24 hours unless frozen. Y N

12.4 The facility contains an adequate supply of clean linens stored to minimize contamination from surface contact or airborne sources, including:
1. towels, Y N
2. smocks, lab coats, aprons or some combination of them. Y N

13.0 SAFETY

13.1 The mobile unit contains at least one readily accessible all-purpose fire extinguisher. Y N

13.2 Doors and windows in both the base unit and the mobile unit can be secured to prevent the escape or theft of animals and the theft of drugs. Y N