

MINIMUM STANDARDS FOR VETERINARY FACILITIES IN ONTARIO
TITLE 2. – COMPANION ANIMAL OFFICE
(SAMPLE INSPECTION FORM)

1.0 GENERAL

- 1.1 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 The facility has, and appears to have, the practice of veterinary medicine as its primary purpose. Y N
- 1.3 The facility is not, and does not appear to be, associated with or operated in connection with another enterprise. Y N
- 1.3.N Standards 1.2 and 1.3 do not prohibit the providing of ancillary services in the facility which are incidental and subordinate to the professional services provided in the facility.**
- 1.4 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
- 1.5 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 in close geographical proximity to the facility. Y N
- 1.5.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 in close geographical proximity to the facility.**
- 1.6 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 companion animal office for radiology, surgery and hospitalization. Y N
- 1.7 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:
- 1.7.22.1.1 (1) Patient identification, including species, age and sex. Y N
 - 1.7.22.1.2 (2) Client's name, address and telephone numbers. Y N
 - 1.7.22.1.3 (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
 - 1.7.22.1.4 (4) Date of each time that the member sees the animal. Y N
 - 1.7.22.1.5 (5) A history of the animal's health, including a record of vaccinations. Y N
 - 1.7.22.1.6 (6) The animal's current weight. Y N

1.7 RECORDS (continued)

1.7.22.1.7	(7)	Particulars of each assessment, including any laboratory investigations performed or ordered by the member and the results of each assessment.	Y	N
1.7.22.1.8	(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
1.7.22.1.9	(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
1.7.22.1.10	(10)	A copy of all reports prepared by the member in respect of the animal.	Y	N
1.7.22.1.11	(11)	A final assessment of the animal.	Y	N
1.7.22.1.12	(12)	The fees and charges, showing separately those for drugs and those for advice or other services.	Y	N
22.-(5) Are the records:				
1.7.22.5.1	(a)	legibly written or typewritten;	Y	N
1.7.22.5.2	(b)	kept in a systematic manner;	Y	N
1.7.22.5.3	(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
1.7.22.5.4	(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:				
1.7.22.6.1	(1)	is the recorded information capable of being printed promptly; and	Y	N
1.7.22.6.2	(2)	are any changes in the recorded information clearly indicated as changes.	Y	N

How many records were examined? _____

1.8	Informed written consent must be obtained from the client when a member, or his or her auxiliary, must transport an animal or animals between accredited facilities.	Y	N
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2.0 LIBRARY

2.1	The facility contains,		
1.	1 or more veterinary reference textbooks 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 Veterinarians Act (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

2.0 LIBRARY (continued)

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| 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 CLIENT AMENITIES

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| 3.1 | The facility contains a reception area. | Y | N |
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3.1.N. The reception area can not be within the examination room.

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| 3.2 | The reception area: | | |
| 1. | is entered directly from the outside of the facility, | Y | N |
| 2. | contains sufficient seating for the reasonably expected number of clients. | Y | N |
| 3.3 | The furniture in the reception area is clean and in good repair. | Y | N |
| 3.4 | The facility contains a washroom that can be used by clients. | Y | N |

4.0 EXAMINATION ROOM

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| 4.1 | The facility contains a room for the physical examination of animals. | Y | N |
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4.1.N The examination room may also be used as a treatment area.

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| 4.2 | The examination room is, | | |
| 1. | large enough for a veterinarian to examine an animal conveniently with a client present in the area, together with any necessary (and at least one) assistant and the required equipment, | Y | N |
| 2. | well lit. | Y | N |
| 4.3 | The examination room contains, | | |
| 1. | an examination table, with a readily sanitized, fluid-impervious surface, | Y | N |
| 2. | a waste receptacle. | Y | N |
| 4.4 | The following equipment and supplies are readily available in the facility, | | |
| 1. | restraint devices such as a leash, 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 the examination table and applicators for the disinfectant, | Y | N |
| 11. | a weigh scale appropriate to the weights of reasonably expected animals. | Y | N |

5.0 PHARMACY

Note: Refer to O.REG.1093 25.-(1) to 29-(2) Regulation 1093 Revised Regulations of Ontario, as amended under the Veterinarians Act.

5.1.25.1	25.-(1)	Is there a system for filing the records of purchasing drugs.	Y	N
	(2)	Do these records contain the following information:		
5.1.25.2.1	(a)	the date of the purchase.	Y	N
5.1.25.2.2	(b)	the name, strength and quantity of the drug.	Y	N
5.1.25.2.3	(c)	the name and address of the person from whom the drug was purchased or received.	Y	N
5.1.25.2.4	(d)	the purchase price.	Y	N
5.1.25.2.5	(e)	evidence of the signature of the member who purchases controlled substances, ketamine and targeted drugs.	Y	N

5.1.27.2.	27.-(2)	Are the written records retained for at least five years. (not applicable if new facility)	N/A	Y	N
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Are drugs dispensed from the office?	(EITHER YES OR NO)	Y	N
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IF YES:

	27.-(3)	Are the containers in which the drugs are dispensed marked with:		
5.1.27.3.1	(a)	the name, strength and quantity of the drug.	Y	N
5.1.27.3.2	(b)	the date the drug is dispensed.	Y	N
5.1.27.3.3	(c)	the name and address of the member.	Y	N
5.1.27.3.4	(d)	the identify of the animal or group of animals for which it is dispensed.	Y	N
5.1.27.3.5	(e)	the name of the owner of the animal or animals.	Y	N
5.1.27.3.6	(f)	prescribed directions for use.	Y	N

5.1.28	28.	Does the member dispense controlled substances? (EITHER YES OR NO)	Y	N
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IF YES:

5.1.28.1.0		Is there a "Controlled Substances Register" ?	Y	N
		Are ALL controlled substances recorded in the register?	Y	N

	28.-(1)	Does the Controlled Substances Register contain the following information:		
5.1.28.1.1	(a)	the date of dispensing.	Y	N
5.1.28.1.2	(b)	the name and address of the owner of the animal or animals for which the drug was dispensed.	Y	N
5.1.28.1.3	(c)	the name, strength and quantity of the drug dispensed.	Y	N
5.1.28.1.4	(d)	the quantity of drug remaining after dispensing.	Y	N

5.1.28.4	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
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5.2		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 drug.	Y	N
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5.0 PHARMACY (continued)

5.3	Expired drugs are kept separate from unexpired drugs and are discarded or returned to the manufacturer promptly after expiry.	Y	N
5.4	Biologics and other drugs requiring refrigeration are kept in a refrigerator.	Y	N
5.5	The facility contains:		
	1. adrenergic/sympathomimetic	Y	N
	2. anti-cholinergic,	Y	N
	3. analgesic,	Y	N
	4. sedative/tranquilizer,	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
5.6	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:		
	5.6.1. the date of dispensing,	N/A	Y N
	5.6.2. the name and address of the owner of the animal or animals for which the drug was dispensed,	N/A	Y N
	5.6.3. the name, strength and quantity of the drug dispensed, and	N/A	Y N
	5.6.4. the quantity of the drug remaining after dispensing.	N/A	Y N
5.7	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:		
	5.7.1. the date of dispensing,	N/A	Y N
	5.7.2. the name and address of the owner of the animal or animals for which the drug was dispensed,	N/A	Y N
	5.7.3. the name, strength and quantity of the drug dispensed, and	N/A	Y N
	5.7.4. the quantity of the drug remaining after dispensing.	N/A	Y N

6.0 LABORATORY

- 6.1 The facility contains:
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| 1. | microscope, microscope slides and cover slips, | Y | N |
| 2. | centrifuge and centrifuge tubes, | Y | N |
| 3. | microhematocrit centrifuge, microhematocrit capillary tubes and tube sealant, | Y | N |
| 4. | refractometer, | Y | N |
| 5. | urinalysis test strip or tablet reagents or both, | Y | N |
| 6. | staining solutions and chemicals for blood, urine and cytology examinations, | Y | N |
| 7. | forms for recording laboratory test results. | Y | N |

6.1.N The centrifuges required by Items 6.1.2 and 6.1.3 may be the same if the machine is suitable for both types of functions.

- 6.2 The following investigation procedures can be performed within the facility 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,
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|----|-----------------|---|---|
| 1. | hematology, | Y | N |
| 2. | biochemistry, | Y | N |
| 3. | immunology, | Y | N |
| 4. | cytology, | Y | N |
| 5. | microbiology, | Y | N |
| 6. | histopathology, | Y | N |
| 7. | parasitology. | Y | N |
- 6.3 Electrocardiography can be performed within the facility or there is evidence of an arrangement that electrocardiography is performed by a member in another facility in close geographical proximity to the facility or by a diagnostic service or there is a suitable combination for the performance of electrocardiography.
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| | | Y | N |
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7.0 RADIOLOGY

- 7.1 Since radiology is **NOT** performed in the facility, the facility does **NOT** contain items that would allow the taking or developing of x-rays.
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| | | Y | N |
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8.0 TREATMENT AREA

- 8.1 The facility contains:
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| 1. | one or more treatment areas which can be used for preparing animals for performing minor surgery, and providing medical treatment. | Y | N |
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8.1.N The treatment area is separate from the reception area, but may be part of the examination room.

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| 2. | each treatment area contains: | | |
| 1. | a table large enough for treatment of an animal, with a readily sanitized, fluid-impervious surface, | Y | N |
| 2. | a drained sink with hot and cold running water. | Y | N |
- 8.2 Each such area is large enough to accommodate readily a veterinarian, an animal, any necessary (and at least one) assistant and the required equipment.
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| | | Y | N |
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8.0 TREATMENT AREA (continued)

- 8.3 The treatment area contains or has readily available within the facility:
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| 1. | electric hair clippers and a fine surgical blade or a razor for hair removal, | Y | N |
| 2. | vacuum cleaner, | Y | N |
| 2. | preparations for cleansing skin and other tissue prior to treatment, including a skin cleaning solvent and an antiseptic skin preparation solution, | Y | N |
| 4. | 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 |
| 5. | sterile gauze sponges, | Y | N |
| 6. | absorbable and non-absorbable sterile suture material, | Y | N |
| 7. | sterile intravenous catheters and administration sets, | Y | N |
| 8. | sterile urinary catheters, | Y | N |
| 9. | intravenous stand or equivalent, | Y | N |
| 10. | drainage tubes, irrigation solutions and irrigation application supplies, | Y | N |
| 11. | sterile needles and syringes, | Y | N |
| 12. | cotton, gauze, bandages, tapes and splints, | Y | N |
| 13. | stomach tubes appropriate to the esophageal sizes of reasonably expected animals, | Y | N |
| 14. | sterile scalpel blades. | Y | N |
- 8.4 If sterilized packs are used instead of cold sterilization in 8.3.4, then the facility must contain a steam sterilizer or the written agreement required by standards 1.5 and 1.6 includes use of the steam sterilizer at the companion animal hospital.
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| | | Y | N |
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- 8.5 The facility contains:
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| 1. | a cylinder of compressed medical oxygen, a means of holding it securely for purposes of safety, a device for administration of oxygen, and a bag or other device for maintenance of respiration, | Y | N |
| 2. | at least one compartment for the transport of animals to another facility. | Y | N |

9.0 ANESTHESIA

- 9.1 The facility 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.
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| | | Y | N |
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10.0 OPERATING ROOM

- 10.1 The facility does **NOT** contain an operating room.
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| | | Y | N |
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11.0 CONFINEMENT

- 11.1 There are one or more areas for:
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| 1. | the confinement of animals in compartments. | Y | N |
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11.0 CONFINEMENT (continued)

11.2	The facility contains enough compartments and runs to accommodate the reasonably expected number of confined animals.	Y	N
11.3	Each confinement area:		
	1. is constructed of readily sanitized, fluid-impervious material.	Y	N
	2. is well lit.	Y	N
	3. has adequate air circulation in it.	Y	N
	4. is covered by a roof or ceiling of solid and fluid impervious material. (If there are indoor runs, then each outdoor run, if present, need not comply with 11.3.4).	Y	N
	5. the facility need not contain a run but, if the facility contains a run for exercising and holding confined animals, compliance with standards 11.7 to 11.9 inclusive is required.	Y	N
11.4	The compartments are large enough to accommodate comfortably animals of the reasonably expected sizes.	Y	N
11.5	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 5 sides constructed of a solid, readily sanitized, fluid-impervious material, or has a bottom and three sides constructed of solid, readily sanitized, fluid-impervious material and a top constructed to prevent escape and animal to animal contact. The top, if not solid, must be kept clear of material at all times,	Y	N
	5. has a door effective to prevent the contained animal from escape.	Y	N
11.6	The facility contains:		
	1. equipment and materials for minor grooming of animals, including a sink or tub, dryer and brushes,	Y	N
	2. equipment and materials for applying disinfectants to compartments,	Y	N
	3. material for clean, dry bedding,	Y	N
	4. blankets or towels for the prevention of heat loss,	Y	N
	5. equipment and materials for identifying animals and their compartments,	Y	N
	6. cat litter and litter trays if cats are expected for treatment,	Y	N
	7. containers for waste from confinement areas.	Y	N
	IF YES to 11.3.5 (the facility contains a run), then compliance with standards 11.7-9 is required.		N/A
11.7	Each run:		
	1. is at least 2.5 feet (or 0.75 metres) wide, 5.0 feet (or 1.5 metres) high and 15 square feet (or 1.35 square metres) in area,	Y	N
	2. is constructed so liquid from one run is not accessible to an animal in another run,	Y	N
	3. has a door which does not open onto another run,	Y	N
	4. is well constructed and secure,	Y	N
	5. is well ventilated,	Y	N
	6. is maintained in a clean, dry and sanitary manner.	Y	N

11.0 CONFINEMENT (continued)

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| 11.8 | Partitions between runs are at least 5.0 feet (1.5 metres) high and are solid from the floor up to a height of at least 4.0 feet (1.2 metres) to prevent nose to nose contact between animals in adjacent runs. | Y | N |
| 11.9 | If no indoor run is provided, then the outdoor run or runs must provide adequate protection from the elements. | Y | N |

12.0 NECROPSY

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|------|--|-----|-----|
| 12.1 | Unless records kept at the facility demonstrate a regular pattern of transfers for necropsy to another member, (EITHER) | Y | N |
| | the facility contains an area that may be used for the performance of necropsy. (EITHER N/A or YES) | N/A | Y N |

(IF YES)

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| 12.2 | The necropsy area contains or has readily available at least one of each of the following, | | |
| | 1. knives, | Y | N |
| | 2. scalpels, | Y | N |
| | 3. scissors, | Y | N |
| | 4. bone cutters or saws, | Y | N |
| | 5. forceps. | Y | N |

13.0 HOUSEKEEPING

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|------|---|---|---|
| 13.1 | The facility contains a puncture-proof container into which needles, scalpel blades and other things capable of penetrating skin are discarded. | Y | N |
| 13.2 | The entire facility is clean, uncluttered, in good repair and free of offensive odours. Hallways, the reception area and the area around the building are free of impediments and obstructions. | Y | N |
| 13.3 | The floors and walls throughout the entire facility are readily sanitized. | Y | N |
| 13.4 | Carcasses are disposed of within 24 hours unless frozen. | Y | N |
| 13.5 | 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 |

14.0 SAFETY

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|------|---|---|---|
| 14.1 | Clear written instructions for the evacuation of animals and staff from the facility in case of fire or other emergency are posted prominently. | Y | N |
| 14.2 | There is a source of emergency lighting in the facility, e.g. large flashlight. | Y | N |
| 14.3 | Emergency telephone numbers for police, fire department, hospital and poison-control centre are posted. | Y | N |

14.0 SAFETY (continued)

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| 14.4 | Doors and windows are self-closing or otherwise secured to prevent the escape or theft of animals and the theft of drugs. | Y | N |
| 14.5 | There is adequate exterior illumination of entrances, walkways and parking areas. | Y | N |
| 14.6 | The facility contains at least one readily accessible all-purpose fire extinguisher. | Y | N |

15.0 REGULATION 1093 SECTION 13

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| 15. | “Every member practising in or from a facility shall ensure that the <u>Certificate of Accreditation</u> is displayed conspicuously in the facility so that clients can read it easily. O.REG. 140/90,s. 13.”
(not applicable to new facilities or to a facility that is being inspected because it has moved until the certificate has been issued) | Y | N |
|-----|--|---|---|