

MINIMUM STANDARDS FOR VETERINARY FACILITIES IN ONTARIO
TITLE 11. – POULTRY SERVICE
(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 location to another (“mobile unit”). | (EITHER) | Y N/A |

NOTE: Clause 1.1.2 may be discretionary.

1.2 RECORDS - Refer to O.REG.1093, 22.-(4), (5) and (6).

22.-(4) Do the records for each bird or flock contain:

- | | | | |
|------|--|---|---|
| (1) | Bird or flock identification, or both, including species and type. | Y | N |
| (2) | The client’s name, address and telephone numbers. | Y | N |
| (3) | The name and telephone number of a person to be contacted in the absence of the client. | Y | N |
| (4) | Date of each service. | Y | N |
| (5) | A history of the presenting complaint. | Y | N |
| (6) | If there is a presenting complaint, particulars of each assessment, including any laboratory investigations performed or ordered by the member and the results of each assessment. | Y | N |
| (7) | A note of any professional advice regarding the bird or flock and an indication of to whom the advice was given if other than to the client. | Y | N |
| (8) | A complete record of all: | | |
| | (a) written prescriptions, | Y | N |
| | (b) and drugs dispensed or prescribed by the member. | Y | N |
| (9) | A copy of any report prepared by the member in respect of the bird or flock. | Y | N |
| (10) | The fees and charges showing separately those for drugs and those for advice or other services. | Y | N |

- | | | | |
|-------------|---|---|----------|
| 22.-(5) (a) | Are the records legibly written or typewritten; | Y | N |
| (b) | Are the records kept in a systematic manner; | Y | N |
| (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; | | |
| | (EITHER YES OR N/A) | Y | N/A N |
| (c) | Are the records retained for a period of at least five years after the date of the last entry in the record or until two years after the member ceases to practice veterinary medicine, whichever occurs first. | | |
| | (not applicable to a new facility) (EITHER YES OR N/A) | Y | N/A N |

22.-(6) Are the records retained in an electronic medium:

- | | | | |
|----------------|---|---|---|
| | (EITHER YES OR NO) | Y | N |
| IF YES: | | | |
| (a) | is the recorded information capable of being printed promptly; | Y | N |
| (b) | are any changes in the recorded information clearly indicated as changes. | Y | N |

How many records were examined during this inspection? _____

2.0 LIBRARY

2.1	The facility contains:		
1.	a current copy of a reference textbook on basic topics in poultry medicine,	Y	N
2.	2 or more current subscriptions to journals that are generally accepted as authoritative in recent developments in poultry medicine; 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) minimum standards,	Y	N
	(d) and by-laws under the Act,	Y	N
4.	a copy of the <u>Health of Animals Act (Canada)</u> ,	Y	N
5.	a copy of the <u>Compendium of Medicating Ingredient Brochures</u> published within the last three years,	Y	N
6.	a copy of the <u>Compendium of Veterinary Products</u> OR <u>Compendium of Poultry 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 (DISCRETIONARY)

If the facility contains a reception area, compliance with Part 3 is required.

(EITHER)

Y N/A

IF YES:

3.1	The reception area:		
1.	is free from physical impediments or obstructions,	Y	N
2.	contains sufficient seating for the reasonably expected number of clients.	Y	N
3.2	The furniture in the reception area is clean and in good repair.	Y	N
3.3	The facility contains a washroom that can be used by clients.	Y	N

4.0 INVESTIGATION ROOM (DISCRETIONARY)

If the facility contains an investigation room, compliance with Part 4 is required

(EITHER)

Y N/A

IF YES:

4.1	The facility contains a room for the physical examination and performance of necropsy of birds.	Y	N
4.2	The investigation room is:		
1.	large enough for a veterinarian to examine a bird conveniently with a client present in the area, together with the required equipment,	Y	N
2.	constructed of readily sanitized material,	Y	N
3.	well lit.	Y	N

4.0 INVESTIGATION ROOM - DISCRETIONARY (continued)

4.3	The investigation room contains:		
1.	a table large enough for the examination of a bird, with a readily sanitized, fluid-impervious surface,	Y	N
2.	a drained sink with hot and cold running water,	Y	N
3.	necropsy instruments and materials, including at least one of each of:		
1.	knife,	Y	N
2.	scalpel,	Y	N
3.	scissors,	Y	N
4.	bone cutter,	Y	N
5.	forceps,	Y	N
6.	container of formalin,	Y	N
7.	container for shipping specimens for further examination,	Y	N
4.	a waste receptacle.	Y	N
4.4	Examination gloves, disinfectant for the examination table and applicators for the disinfectant are readily available for each investigation room in the facility.	Y	N

5.0 PHARMACY (DISCRETIONARY)

If drugs are present, then compliance with Part 5 is required. (EITHER) Y N/A

IF YES:

5.1	Pharmacy		
	Note: Refer to O.REG.1093 25.-(1) to 29.-(2).		
	25.- (1) Is there a system for filing the records of purchasing drugs.	Y	N
	25.-(2) Do these records contain the following information:		
	(a) the date of the purchase.	Y	N
	(b) the name, strength and quantity of the drug.	Y	N
	(c) the name and address of the person from whom the drug was purchased or received.	Y	N
	(d) the purchase price.	Y	N
	(e) evidence of the signature of the member who purchased controlled substances, ketamine or targeted drugs.	Y	N
	27.-(2) Are the written records retained for at least five years. (not applicable to a new facility) (EITHER YES OR N/A)	Y	N/A N
	27.-(3) Are drugs dispensed from the facility (EITHER)	Y	N/A
	IF YES:		
	27.-(3) Are the containers in which the drugs are dispensed marked with:		
	(a) the name, strength and quantity of the drug.	Y	N
	(b) the date the drug is dispensed.	Y	N
	(c) the name and address of the member.	Y	N
	(d) the identify of the animal or group of animals for which it is dispensed.	Y	N
	(e) the name of the owner of the animal(s).	Y	N
	(f) prescribed directions for use.	Y	N

5.0 PHARMACY – DISCRETIONARY (continued)

28.-(1) Does the member dispense controlled substances?	(EITHER)	Y	N/A
IF YES:			
28.-(1) Is there a “Controlled Substances Register”.		Y	N
28.-(1) Does the Controlled Substances Register contain the following information:			
(a) the date of dispensing.		Y	N
(b) the name and address of the owner of the animal(s) for which the drug was dispensed.		Y	N
(c) the name, strength and quantity of the drug dispensed.		Y	N
(d) the quantity of drug remaining after dispensing.		Y	N
Are ALL controlled substances recorded in the register?		Y	N
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
29. Does the member dispense drugs referred to in Part I of Schedule D:	(EITHER)	Y	N/A
IF YES:			
29.-(1) Is there a “Poison Register”		Y	N
Does the register contain the following information:			
(a) the date of the dispensing;		Y	N
(b) the name and address of the purchaser;		Y	N
(c) the name, strength and quantity of the drug dispensed.		Y	N
(d) the purpose for which the drug is required as stated by the purchaser.		Y	N
29.-(2) Is the poison register signed by both the purchaser and the member.		Y	N
5.2 Secondary containers for the storage of drugs have labels containing name, strength where applicable and expiry date of the drug.		Y	N
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 in the base unit requiring refrigeration are kept in a refrigerator.		Y	N
5.5 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

5.0 PHARMACY – DISCRETIONARY (continued)

Does the **Ketamine Register** contain the following information:

5.5.1.	the date of dispensing,	N/A	Y	N
5.5.2.	the name and address of the owner of the animal or animals for which the drug was dispensed,	N/A	Y	N
5.5.3.	the name, strength and quantity of the drug dispensed, and	N/A	Y	N
5.5.4.	the quantity of the drug remaining after dispensing.	N/A	Y	N

5.6 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:

5.6.1.	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

6.0 LABORATORY

6.1 The facility contains:

1.	microscope, microscope slides and cover slips,	Y	N
2.	equipment suitable for the collection of the specimens needed for the procedures in Standard 6.2.,	Y	N
3.	forms for recording laboratory test results.	Y	N

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 there is a suitable combination for the performance of such procedures:

1.	haematology.	Y	N
2.	microbiology.	Y	N
3.	necropsy.	Y	N
4.	histopathology.	Y	N
5.	faecal examination.	Y	N

7.0 HOUSEKEEPING

7.1	The facility contains a puncture-proof container into which needles, scalpel blades and other things capable of penetrating skin are discarded.	Y	N
7.2	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
7.3	The floors and walls throughout the entire facility are readily sanitized.	Y	N

7.0 HOUSEKEEPING (continued)

- | | | | |
|-----|--|---|---|
| 7.4 | The facility contains an adequate supply of clean linens stored to minimize contamination from surface contact or airborne sources, including smocks, lab coats, aprons or some combination of them. | Y | N |
|-----|--|---|---|

8.0 SAFETY

- | | | | |
|-----|---|---|---|
| 8.1 | 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 |
| 8.2 | There is a source of emergency lighting in the facility, e.g., large flashlight. | Y | N |
| 8.3 | Emergency telephone numbers for police, fire department, hospital and poison control centre are posted. | Y | N |
| 8.4 | Doors and windows are self-closing or otherwise secured to prevent the escape or theft of animals and the theft of drugs. | Y | N |
| 8.5 | There is adequate exterior illumination of entrances, walkways and parking areas. | Y | N |
| 8.6 | The facility contains at least one readily accessible all-purpose fire extinguisher. | Y | N |

9.0 MOBILE UNIT (DISCRETIONARY)

If a mobile unit is used, then compliance with Part 9 is required.

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|-----|--|---|-----|
| | (EITHER) | Y | N/A |
| | IF YES: | | |
| 9.1 | The mobile unit is operated from, and in association with, only the base unit. | Y | N |
| 9.2 | The contents of the mobile unit are organized so that they can be obtained readily for efficient service. | Y | N |
| 9.3 | The following equipment is readily available in the mobile unit: | | |
| | 1. alcohol or other disinfectants, | Y | N |
| | 2. examination gloves, | Y | N |
| | 3. examination light, | Y | N |
| | 4. equipment suitable for on site necropsy such as: | | |
| | 1. knives, | Y | N |
| | 2. scalpels, | Y | N |
| | 3. scissors, | Y | N |
| | 4. bone cutters, | Y | N |
| | 5. forceps, | Y | N |
| | 5. equipment suitable for the collection of the specimens needed for the procedures in Standard 6.2, | Y | N |
| | 6. containers for holding further samples including for live or dead specimens, feed, litter, etc. | Y | N |
| 9.4 | Bulk supplies are kept in the base unit, and if the mobile unit contains drugs, they should be sufficient only for the reasonably expected daily need. | Y | N |

9.0 MOBILE UNIT (DISCRETIONARY) (continued)

9.5	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
9.6	The mobile unit contains a puncture proof container into which needles, scalpel blades and other things capable of penetrating skin are discarded.	Y	N
9.7	The mobile unit contains overboots made of readily sanitized, fluid impervious material and/or plastic disposable boots.	Y	N
9.8	The mobile unit 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, coveralls or some combination of them.	Y	N
9.9	Disposable boots are used: (EITHER YES OR NO)	Y	N
	IF NO:		
	The mobile unit contains cleaning equipment, including:		
	1. bucket,	Y	N
	2. brush,	Y	N
	3. disinfectant.	Y	N
9.10	Dirty laundry is stored separately until cleaned.	Y	N