

## Small Animal Veterinary Partner Requirements

The following areas outlined below are the minimum standards that GFC small animal veterinary partners must abide by to meet the American Veterinary Medical Association’s Committee on Veterinary Technician Education and Activities accreditation standards. If you would like further clarification or have questions regarding the specific areas outlined, please don’t hesitate to reach out to program staff.

Facility Information	
Facility Name as appears on IRS tax records	
Doing Business As (if different from Facility Name)	
Facility Website URL	
Phone Number	
Fax	

### Medical Records

- A comprehensive medical record-keeping system must be established within the practice, ensuring that:
  - The medical record filing system allows for easy retrieval.
  - Medical records are legible and clearly reflect the date, initial problem, relevant history, examination findings, and treatment plan.
  - Each patient is properly identified at the time of admission with accurate details including name (ID number if applicable), species, breed, date of birth, sex/altered, color, and markings. This written identification (e.g., ID band or cage card) always accompanies the animal.
  - Each client is properly identified with accurate owner details including name, address, and contact numbers.
- All patients must undergo an appropriate physical examination before any medical or surgical procedures, following a systematic procedure, with reports made for each examination.
- Treatment records must document all procedures performed in chronological order, relevant to the medical or surgical problem.
- All medical records document patient medical information in a logical, organized, and clinically oriented manner to include:
  - Chief complaint
  - Patient history
  - Physical examination results
  - Assessment plan

### Anesthesia

- Anesthetic agents must be administered by a veterinarian or trained personnel under veterinary supervision on-site.
- Ventilation assistance (e.g. manual or mechanical) must be readily available during general anesthesia.

- Before administering any premedication, sedation, or anesthesia, a practice team member conducts a patient assessment.
- Endotracheal tubes (when used) must remain in place during anesthesia recovery until protective reflexes (swallow or gag) are active.
- Patients are closely monitored until fully recovered.
- During procedures requiring general anesthesia, including dentistry and radiographic evaluation, a qualified practice team member must be present along with at least one of the following monitoring equipment:
  - Respiratory monitor
  - Pulse oximeter
  - Blood pressure monitor
  - Continuous electrocardiograph (ECG) monitor
  - Esophageal stethoscope
- Adequate practice team members are CPR-trained to ensure availability during normal hours of operation.
- Emergency drugs and equipment are:
  - Easily accessible
  - Stored in a designated, portable location
  - Clearly labeled and appropriately stocked at all times.
- When transparent anesthetic induction chambers are used, and patients are observed throughout the process.
- Patients have intravenous catheters in place during sedation and general anesthesia.
- Intravenous fluids are given during general anesthesia.
- Each patient's anesthesia record includes:
  - Date
  - Patient and client identification
  - Team members involved
  - Anesthetic agents used
  - Monitoring results (Heart rate, respiratory rate, body temp, and blood pressure must be charted throughout the procedure).
  - Duration of anesthesia and procedure
  - Pre-, peri-, and post-recovery medications
  - Post-anesthetic patient condition
- Body temperature is frequently monitored before, during, and after anesthesia, and recorded.

### **Housekeeping and Maintenance**

- Practice team members adhere to infection control policies regarding personal hygiene, patient care, and equipment disinfection. They employ frequent hand washing or antimicrobial agents to prevent the spread of contagious diseases to hands and hospital surfaces.
- Potentially contaminated materials are placed in impervious containers or bags before transport.
- Client and patient areas are tidy, clean, and organized.
- The facility and staff have a professional appearance consistent with modern veterinary medicine, including walls, ceilings, windows, floors, carpets, furniture, draperies, equipment, appliances, and fixtures.
- Compressed gas tanks must be stored and securely fastened according to applicable regulations, and their valves, regulators, lines, and washers must be periodically checked for leaks.

- Biomedical waste, including culture plates, tubes, contaminated sponges, swabs, biologicals, blood-borne pathogens, needles, syringes, and blades, must be disposed of in compliance with applicable regulations.
- Animal carcasses and tissue specimens must be disposed of safely and in compliance with applicable regulations.
- The ventilation system must provide controlled and filtered air in critical areas like surgical suites, preparation areas, special care units, and ward areas.

### **Dentistry**

- All dental procedures involve general anesthesia with intubated patients receiving supplemental oxygen.
- Veterinarians conduct comprehensive oral examinations for patients undergoing dental procedures.
- Only trained team members perform dental procedures.
- Personnel operating dental equipment must wear masks, eye protection, gloves, or other protective gear to prevent infection.
- Dental prophylaxis will not be performed in the operating room, except for oral surgery.
- Dental radiographs are recommended for all dental procedures, and client acceptance or refusal is documented in the medical record.
- Dental procedure records, including anatomical dental charts, are included in the medical record. Oral health assessments follow American Veterinary Dental College guidelines for staging periodontal disease, using standardized dental abbreviations and annotations.
- Client education on preventive dental home care and its importance is documented.

### **Pain Management**

- Pain assessment is integral to every patient evaluation, regardless of the complaint.
- Pain management matches anticipated pain level and duration.
- Pain management is provided for all surgical procedures.

### **Patient Care**

- Patient care is overseen by a licensed veterinarian.
- Practice team members offer humane animal care, prohibiting aggressive handling or restraint that may cause injury to patients. Practice team members are provided with appropriate training on animal handling and restraint techniques.
- Water and food are provided or withheld as medically appropriate for the patient's care.
- The practice can administer oxygen periodically or continuously for compromised patients using methods like nasal cannulas, oxygen cages, tents, or enclosed e-collars.
- Syringes and needles are single-use for injections.
- Patients receive a suitable examination based on their complaints and clinical situation.
- Each medication administered must be recorded in the patient's medical record, including the date, drug name, type, dose, concentration, route of administration, frequency, and staff initials.
- Animal-holding areas (cages, runs, and exercise areas) are:
  - Secure
  - Escape-proof
  - Well-maintained
  - Easily cleaned

- Sufficient for the caseload
- The practice has a dedicated isolation room for contagious patients, with equipment and materials solely for their care and treatment.
- The isolation room maintains negative air pressure and exhausts air outside the building away from animal areas.
- The practice uses pre-euthanasia sedation and/or anesthesia.

### **Surgery**

- All surgical procedures are performed by a licensed veterinarian.
- All major surgical procedures are performed in a dedicated surgical suite.
- Surgical preparation of a patient (e.g. clipping and initial cleaning of the surgical site) occurs outside the surgical suite.
- Surgical suites are single-purpose, closed rooms used solely for aseptic surgical procedures to reduce contamination.
- Sterile towels and drapes are used for all major surgical procedures.
- Before surgery, a licensed veterinarian conducts a presurgical assessment.
- During major surgery, all personnel in the surgical suite must wear caps and masks when a sterile field is present, ensuring all scalp and facial hair is covered. Additionally, operating room attendants must remain outside the sterile field. Proper attire includes caps, masks, and sterile disposable gowns or laundered cloth gowns changed between patients.
- Single-use sterile surgical gloves are used in all surgeries.
- Different surgical packs, sterilized using autoclave, ethylene oxide, or gas plasma sterilizer, are used for each procedure.
- Supplies, including drapes, laparotomy pads, towels, and gauze sponges, are correctly wrapped and sterilized.
- Sterile suture material is single use only.
- Equipment utilized in the designated surgery room includes:
  - Smooth, nonporous surgical tables
  - Oxygen supply
  - Gas anesthetic machine with ventilatory assistance capability and compatible vaporizer(s)
  - Scavenging systems for anesthetic waste gases
  - Accessible emergency drugs (may be located elsewhere)
- Autoclaves and other sterilizing equipment must undergo regular maintenance.
- Surgical packs must be dated with the sterilization date and re-sterilized if not used within 30 days.
- Cold sterilization chemicals will be changed according to the manufacturer's recommendations and limited to instruments used in minor surgical procedures or those unsuitable for steam sterilization.
- If applicable, laser equipment must be stored, maintained, and used with protective gear according to applicable regulations and manufacturer's instructions.

### **Diagnostic Imaging**

- High-quality diagnostic images are produced on-site.
- Radiation equipment is operated solely by trained team members who are aware of potential hazards to themselves, colleagues, patients, and others nearby.
- Practice team members working with or near ionizing radiation equipment are provided with personal dosimeters, worn as recommended by the provider.
- All staff must have access to radiation safety education, and documentation of the radiation safety program must be maintained.
- Dosimetry results must be kept indefinitely and readily accessible if needed.
- Personnel must wear necessary protective apparel during exposure, if applicable.

### **Laboratory**

- Only trained team members conduct laboratory tests.
- Each specimen must be labeled with the patient's identification.
- Each necropsy procedure and record should be thorough.
- Adequate space must be provided for services and reagent storage. Laboratory countertops must be impervious, stain-resistant, and well-lit.
- Restrictions must prohibit eating, drinking, or applying makeup in lab areas. Food or drink items must not be stored in refrigerators containing lab specimens or medications.
- Laboratory services (in-house or outside laboratories) offered include:
  - Hematology
  - Serology
  - Blood chemistry
  - Urinalysis
  - Urolith analysis
  - Microbial culture
  - Antimicrobial sensitivity testing
  - Fecal, skin, and blood parasite examination
  - Cytology
  - Histopathology
  - Toxicology
  - Medication level monitoring
  - Hormone assay
  - PCR testing
  - Fluid analysis
  - Coagulation testing
  - Serum electrolytes
  - Specialized testing as needed

### **Pharmacy**

- Controlled substances are stored in a securely locked cabinet or safe with limited access per state and federal requirements.
- All prescription medications are administered or dispensed by a licensed veterinarian's order.
- All medications are dispensed in child-resistant containers unless declined by the client.
- Outdated drugs must be disposed of according to relevant regulations.

- When dispensing medication, each label must be typed or printed, permanently affixed to the container, and include expiration and warning labels if applicable. Additionally, each label must record:
  - Client's and patient's names
  - Date
  - Name and concentration of drug
  - Usage directions with route of administration
  - Quantity dispensed
  - Hospital's name, address, and phone number
  - Dispensing veterinarian's information
- Every dose of medication administered, dispensed, or prescribed must be recorded in the medical record, including usage directions, quantity, concentration, and refill number.
- Hazardous medications, such as chemotherapeutic drugs, must be handled according to regulations.
- Each pharmacy must have a current (within three years) reference text, compendium, or easily accessible online resource of pharmaceuticals, providing necessary information on drugs, chemicals, and biologics used in the hospital or dispensed to clients.
- Current antidote information and the nearest poison control center's telephone number must be readily available for emergency reference.
- Facilities must store and use drugs according to regulations.

**OSHA**

- Ensure OSHA compliance and inspection documentation is readily available.
- Provide and maintain a clearly marked eyewash station.
- Inspect fire protection annually with accessible documentation. Store flammable materials securely as per regulations.
- Place Material Safety Data Sheets strategically and make them available upon request.
- Label secondary containers appropriately.
- Follow OSHA ergonomic and noise regulations.
- Provide and dispose of sharps in impervious containers as required by regulations.
- Make safety education and non-compliance reporting accessible to all staff.
- Install and maintain chemical hoods and ethylene oxide exhaust ventilation according to regulations if used.

**Veterinary Partner facility standards**

**To be approved, veterinary partners for the Great Falls College Veterinary Technician program must meet specific standards for staff, equipment, and practice quality. They must agree to adhere to these standards to ensure students receive adequate exposure to quality veterinary practices.**

**I have reviewed the veterinary partner facility standards and agree to ensure that my facility upholds these standards.**

**I agree to the above statement**