



VETERINARY SURGEONS BOARD
OF QUEENSLAND

**USE OF PREMISES AS
VETERINARY PREMISES**

Veterinary Surgeons Board Approval Application Pack

Requested By:

Date:



VETERINARY SURGEONS BOARD OF QUEENSLAND

GPO Box 46, Brisbane, Qld, 4001 Phone: (07) 3239 3600 Fax: (07) 3225 1488 Email: vsbqld@dpi.qld.gov.au

VETERINARY PREMISES APPROVAL INFORMATION SHEET

(Veterinary Premises means premises approved for use as veterinary premises under Part 4A of the *Queensland Veterinary Surgeons Act 1936*)

Applying For Approval

Section 25A of the *Veterinary Surgeons Act 1936* provides that a person must apply to the Veterinary Surgeons Board of Queensland (the Board) for approval to use premises as veterinary premises. The application must be in the approved form and be supported by enough information to enable the Board to decide the application, **and be accompanied by the prescribed fee.**

The Board may by written notice require the applicant to allow a member or officer of the Board to inspect the premises the subject of the application.

The Board may impose on an approval any reasonable condition the Board decides and amend, suspend or cancel an approval on reasonable grounds.

Offence and professional misconduct provisions apply to persons conducting a veterinary practice at premises not approved by the Board, those not complying with a condition of an approval and those submitting false information in an application.

Approval is required to:

- Establish new premises;
- Re-locate existing approved premises;
- Upgrade existing approved premises to a higher level of practice; and
- Use existing unapproved premises.

The documents to be submitted are:

- Approval for Veterinary Premises Application Form (Form 18)
- Veterinary Premises Standards Submission Form (Form 19)
- Detailed floor plan of premises showing design, identifying work and public areas, and size (m²), location of equipment, furniture and fittings, water supply, restricted drug storage area and controlled drug receptacles, customer parking and access.
Note: Photographs can be submitted as additional supporting information.
- Evidence of possession licence (or receipt of application) for x-ray equipment if installed.
- Prescribed application fee of **\$135.45**.

If a Board inspection of the premises is required in the approval process, the applicant will be advised in writing. (An additional fee of \$271.10 is applicable in these circumstances.) Payment of the additional fee will be required before an inspection can be undertaken and will be requested in writing.

NOTE: A Board inspection will be conducted in all applications where the premises are intended to be designated as a veterinary hospital or veterinary centre.

A Board inspection will be conducted in all applications where the premises are wholly owned by non-veterinarians including animal welfare groups and the premises are intended for the conduct of general anaesthetic procedures.

The Board may refuse to grant the application if satisfied that:

- The premises are not suitable for use having regard to the standards applied;
- A veterinary surgeon will not be practising at the premises;
- The applicant (and if a corporation, any of the corporation executive officers), has been convicted of a disqualifying offence.

Forward all completed forms, documents and prescribed fee to:

**Registrar
Veterinary Surgeons Board of Queensland
GPO Box 46
BRISBANE QLD 4001**

Further information on completing the submission form can be obtained by contacting the Registrar on telephone (07) 3239 3600 or email vsbqld@dpi.qld.gov.au

The submission is designed to be a self assessment document to ensure planning for proposed veterinary premises addresses in entirety the uniform minimum standards of veterinary premises applied across the state for the purpose of consumer and animal welfare protection. The premises will not be formally approved for use as veterinary premises until such approval is advised in writing by the Board. However, construction/development need not be delayed pending formal approval if the submission self assessment shows that the premises will meet the required standards.

Enclosed is:

- Form 18 – Application for Approval to Use Premises as Veterinary Premises
- Explanation of how premises standards apply to range of premises
- Form 19 – Veterinary Premises Standards Submission Form
- Credit Card Payment Form
- Attachments
 - i) Records
 - ii) Storage of Restricted/Controlled Drugs
 - iii) Radiation Health Licensing Guidelines

NOTE: A copy of the completed submission form should be retained by the applicant. A change of ownership will necessitate the purchaser providing a statement to the Board as to the premises' current conformity with the standards. If satisfied with the statement the Board will issue a further approval in the name of the purchaser.

Application for Approval to Use Premises as Veterinary Premises

Applicant Details (Please Print)

Family Name: Given Names:

Residential Address: Postcode:

Company Name (if any):

Business Address: Postcode:

Telephone: Facsimile: Email:

Are you the sole owner of the practice to be conducted at the premises? Yes No

Are you a registered veterinary surgeon? Yes No

If you are not the sole owner, please provide name and address of other owners, company directors/executives and whether veterinary surgeon (V) or non-veterinary surgeon (NV).

Name of Practice Principal Veterinary Surgeon:

Premises Details

Full Address: Postcode:

Postal Address: Postcode:

Intended Business Name:

Proposed commencement date of practice at premises: / /

Purpose of application to seek approval to:

- establish new premises upgrade existing approved premises
re-locate existing approved premises use existing unapproved premises

I hereby declare that no owner of the practice to be conducted at these premises has been convicted of a *disqualifying offence. (*Indictable offences, offences under veterinary surgeons, animal care and protection, or drugs and poisons legislation.)

Signature of Applicant:

Witness: Signature of Practice Principal Veterinary Surgeon: (If not applicant)

Date: / /

Date: / /

Office Use Only

Received: \$ Initials: Date: / / Notes:

EXPLANATION OF HOW STANDARDS APPLY TO VETERINARY PREMISES

General Minimum Standards

Parts 1 to 4 of the standards set out the general **minimum** standards required of all veterinary premises.

The conduct of veterinary practice at premises meeting only these minimum general requirements would be limited to consulting *ie* the examination of medical patients and conduct of surgical procedures requiring sedation and local anaesthetic only.

A condition of approval would be that no identifying name could be used in conjunction with the premises that would imply that the premises are suitable for any purpose other than consulting. Examples of identifying names **not** permitted are veterinary surgery, veterinary clinic, veterinary hospital, veterinary centre, 24 hour veterinary practice or any name that includes the word 'emergency'.

Standards for Premises Intended for the Conduct of General Anaesthetic Procedures

Parts 1 to 6 of the standards set out the **minimum** standards required for all veterinary premises where procedures requiring general anaesthesia are to be performed whether regularly or irregularly.

Parts 7, 8, 9, 10 and 11 are **additional** standards which may be incorporated in veterinary premises to complement the minimum standards so as to provide a higher standard veterinary facility.

The Board **may** give notice requiring the applicant to allow a member or officer of the Board to inspect the premises before approval is considered.

A condition of approval would be that no identifying name could be used in conjunction with the premises that would imply that the premises are a 24 hour emergency or intensive veterinary care facility to the standard documented in Part 12 of these standards. Examples of identifying names **not** permitted are veterinary hospital, veterinary centre or any name that includes the word 'emergency'.

Minimum Standards for Premises Identified as but not restricted to Veterinary Hospital, Veterinary Centre or Emergency Hospital or Centre.

Parts 1 – 12 of the standards set out the **minimum** standards required for premises identified by a name that the Board considers should be reserved to indicate to the public that emergency medical and surgical services are available from a veterinarian outside standard practice hours. The premises must be constructed, equipped and staffed so as to provide for intensive care of medical and surgical patients, and for concurrent treatment of emergency cases.

The Board would give notice to the applicant that an inspection of the premises by a member or officer of the Board is required before approval is considered.

VETERINARY PREMISES STANDARDS SUBMISSION

Name of Owner(s):

Company Name (if any):

Name of Practice Principal Veterinary Surgeon:

Intended Business Name:

Location Address of Premises:

.....

Are you an owner of the practice?

Yes

No

Are you the practice principal veterinary surgeon?

Yes

No

I declare that the details completed in this submission are true and correct.

In signing this declaration, I accept that:

- The Veterinary Surgeons Board may suspend or cancel any approval given for the veterinary premises if the approval was granted because of materially false or misleading representation or document, made either orally or in writing (section 25I of the *Veterinary Surgeons Act 1936*);
- The provision of false or misleading information to the Board represents professional misconduct.

Signature:

Date: / /

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Complete parts of submission applicable for proposed standard of practice. If the answer to any question is NO, please tick the relevant check box and **supply a detailed explanation as an additional inclusion** with the completed submission form.

Retain a copy of the submission for future reference.

Submission must be forwarded with the documents listed on page 1 of Information Sheet.

Supporting Information to complement Submission and Floor Plan

(An inspection of the premises can be avoided if a reasonable visualisation of the premises can be achieved from the submission and floor plan.)

Size of practice premises (internal area)

Overall size: _____ M²

New construction **or** Previously used as _____

On property of Applicant

Stand alone **or** Attached to residence

OR

Leased/rented premises

Type of complex _____

Number of shops/offices in complex _____

OR

Other (Show details) _____

Construction material:

Building: _____

Internal Walls: _____

Floors: _____

GENERAL MINIMUM STANDARDS REQUIRED OF ALL VETERINARY PREMISES

PARTS 1 – 4 To be Completed for all Applications

Part 1

Yes No

1. A permanent area with no other uses.
2. In good condition with the immediate surrounding areas and the interior maintained in a clean, orderly and sanitary condition, free of insects and vermin, with safeguards taken to avoid sources and transmission of infections.
3. Internal walls and flooring impervious to allow thorough cleaning and disinfection.

Detail:

4. Adequate floor space for the separation of practice functions and efficient operation of all activity areas.

(Show on floor plan - include sizes)

5. Adequate ventilation to ensure client and patient comfort in terms of temperature and air quality.

Detail:

6. Insect screening on all open doors and windows; or
Air conditioned.

Detail extent of air conditioning:

7. Safeguards including self-closing devices on doors to prevent the escape of patients brought into the premises and to ensure the effective confinement of animals at all times.

Detail:

8. Sanitary and aesthetic disposal of all wastes and excreta, cadavers and sharps at intervals sufficient to avoid the generation of offensive odours, offensive appearance and health hazards.

Arrangement for wastes: _____

Arrangement for cadavers: _____

Arrangement for sharps: _____

9. Facilities for sterilisation of instruments and drapes and storage of sterilised material.

Detail:

10. On prominent display at entry:

- The days and hours of attendance;

Nominate intended hours: _____

- The telephone number and details for gaining out of hours veterinary attention;

Show wording of sign: _____

- The name and qualifications of the veterinary surgeons employed at the practice.

Nominate exact location of above signs: _____

11. A standard of dress, cleanliness and personal appearance consistent with a clinical atmosphere.

12. Veterinary and support staff commensurate with volume of clientele and procedures undertaken:

Anticipated client load per day: _____

Anticipated staff complement and designation: _____

13. Where veterinary premises are located within the confines of multi-use complex:

- veterinary premises totally independent and separate from those of any other tenant without direct public traffic ways between them; and,
(Attach sketch plan showing location of premises within complex)
- if operating as a public veterinary practice - public entrance, telephone and electronic contact details separate and distinct from that of any other tenant.
(Show entrance on floor plan)

14. Standard of equipment and fittings in terms of age and suitability commensurate with range of procedures to be undertaken and physical attributes of premises.

15. Practice procedures manual incorporating protocols for occupational health and safety.

PART 2 RECEPTION AND WAITING AREA

16. Single purpose area positioned independent of practice work areas with adequate furniture and equipment for reception staff and seating for client volume.
(Show on floor plan - include size)

Detail furniture/fittings

Large animals only

17. Sufficient area to facilitate the safe loading and unloading of large animals and movement of such transport used in the delivery of these animals.

18. Suitable loading ramps for this purpose.

19. Suitable form of stable or secure yard to hold animals on admission.

20. A suitable grassed or surfaced area where horses can be safely examined.

(18, 19, 20, 21 to be shown on plan. Include sizes)

For all clients

21. Case records of veterinary examinations and procedures performed maintained in the format defined in Regulation 25 of the *Veterinary Surgeons Regulation 2002*.
(Refer to Attachment 1) and the confidentiality of these records ensured.

Detail System:

PART 3 EXAMINATION AND CONSULTATION AREA

- | | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 22. An individual single purpose area not incorporated with public areas, one for each clinician examining or consulting concurrently.
(Show on floor plan - include size) | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Examination table in each area with impervious surface which can be readily cleaned and disinfected. | <input type="checkbox"/> | <input type="checkbox"/> |

Detail:

- | | | |
|------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 24. A basin with hot and cold running water and fixed drainage.
(Show on floor plan) | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Adequate lighting and instrumentation to carry out a competent clinical examination. | <input type="checkbox"/> | <input type="checkbox"/> |

Detail lighting:

Large Animals Only

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 26. Securely and safely enclosed area free of extraneous noise and activity, dust free and able to be thoroughly cleaned and disinfected if needed.
(Show location and size on plan) | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Where warranted by the type of examination to be conducted, a set of examination stocks and/or squeeze crush.
(Show location on plan) | <input type="checkbox"/> | <input type="checkbox"/> |

PART 4 PHARMACY AND DRUG STORAGE AREA

- | | Yes | No |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 28. Range of pharmaceuticals consistent with a good standard of practice and the range of procedures undertaken. | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Cold storage facility for pharmaceuticals independent of those for food or noxious samples. | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Storage/security, labelling, recording of restricted and controlled drugs must meet Queensland Health requirements. (Attachment 2) | <input type="checkbox"/> | <input type="checkbox"/> |

Detail storage/security arrangements:

S4 (Restricted):

(Show location on floor plan)

S8 (Controlled):

NB: Location of storage receptacle for S8 controlled drugs must be indicated on floor plan.

Detail type of mounting:

Show Brand/Model of Receptacle:

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NOTE: Continue to Part 5 if premises are intended to be used for the conduct of general anaesthetic procedures.

**ADDITIONAL MINIMUM STANDARDS FOR PREMISES INTENDED FOR THE CONDUCT OF
GENERAL ANAESTHETIC PROCEDURES**

PART 5 PATIENT ACCOMMODATION

- | | Yes | No |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 31. Kennels/cages/stables, one for each animal, of sufficient size for the type of animal housed, constructed of solid impervious material readily cleaned and disinfected. Adequately drained and maintained in a sanitary condition so as to ensure comfort. | <input type="checkbox"/> | <input type="checkbox"/> |

Detail (number, material, drainage):

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 32. Accommodation compartments located in area equipped with adequate lighting, heating and/or cooling, ventilation and soundproofing so as to aid quick recovery/convalescence – individual cage heating is acceptable.
(Show on floor plan) | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 33. Exercise facilities of a size and design adequate for the number and the nature of animals that might reasonably be expected to be accommodated.
(Show on floor plan) | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|

- | | | |
|------------------------------------------------------------------|--------------------------|--------------------------|
| 34. A defined area for hygienic preparation and storage of food. | <input type="checkbox"/> | <input type="checkbox"/> |
|------------------------------------------------------------------|--------------------------|--------------------------|

- | | | |
|-----------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 35. Appropriate eating and drinking utensils and suitable protocol for hygienic handling and maintenance. | <input type="checkbox"/> | <input type="checkbox"/> |
|-----------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|

- | | | |
|---------------------------------------------------------------------------------|--------------------------|--------------------------|
| 36. Facilities for bathing and grooming of in-patients.
(Show on floor plan) | <input type="checkbox"/> | <input type="checkbox"/> |
|---------------------------------------------------------------------------------|--------------------------|--------------------------|

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 37. Areas incorporating kennels/cages/stables designated for the care and treatment of practice patients separate to those areas used for boarding animals. | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|

Large Animals	<input type="checkbox"/>	<input type="checkbox"/>
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- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 38. Stables and yards suitable for safe holding and feeding. One stable that can be easily sterilised and effectively isolated from other medical and surgical cases for the accommodation of infectious disease cases. Suitable enclosed accommodation for at least three (3) large animals.
(Show on plan) | <input type="checkbox"/> | <input type="checkbox"/> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|

PART 6 SURGERY AREA

- | | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 39. Small animals – Dedicated area not a general thoroughfare ideally with one interior access entrance only.
(Show on floor plan - include size) | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. Large Animals – Suitable building free from dust and totally enclosed. Should allow for safety to animals and personnel and facilitate easy and proper sterilisation.
(Show on floor plan - include size) | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. Adequate equipment and instrumentation for the competent performance of surgery and maintenance of surgical anaesthesia and resuscitation of patients. | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. Surgical table of impervious material which can be readily cleaned and disinfected. | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. Inhalation anaesthetic system incorporating a scavenging device which expels or captures excess anaesthetic gases and volatile agents either by exterior venting or use of activated carbon canisters. | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. Surgical light in addition to normal room lighting. | <input type="checkbox"/> | <input type="checkbox"/> |

Detail all equipment in surgery area;

Table:

Lighting:

Anaesthetic System:

Resuscitation Equipment:

Pumps:

Monitors:

Other:

.....

.....

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 45. All furniture and equipment capable of being readily sterilised by chemical means. | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. All surgical procedures carried out under sterile operative conditions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Surgery area not to be used for general storage or placement of office furniture. | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. Surgical log to be kept.
(Minimum requirement is a surgical log describing the type and method of procedure, date performed, by whom and materials used.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 49. Anaesthetic log to be kept.
(Minimum requirement for an anaesthetic log is a record of pre-anaesthetic examination, types of drugs and amounts administered (pre-med, induction and post), method of administration and duration. | <input type="checkbox"/> | <input type="checkbox"/> |
| Anaesthetic Recovery Area: | <input type="checkbox"/> | <input type="checkbox"/> |
| 50. Small Animals – separate area adjacent to the main surgery area to allow constant monitoring of recovery animals. Readily accessible to emergency equipment and readily sterilised. | <input type="checkbox"/> | <input type="checkbox"/> |
| 51. Large Animals – Separate area adjacent to the main theatre area to allow constant monitoring of recovery animals, either padded or protected with suitably covered hay bales. Lining material to be either disposable material or capable of wet sterilisation. | <input type="checkbox"/> | <input type="checkbox"/> |

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NOTE: No statutory provisions apply to the extent of surgery undertaken in premises meeting the minimum standards. However, it is strongly recommended that major or complicated surgery be referred to practice premises of a higher standard incorporating all or some of the following parts.

Continue to Parts 7, 8, 9, 10 or 11 if premises are intended to meet standards above the minimum standards.

ADDITIONAL STANDARDS ABOVE MINIMUM STANDARDS

PART 7 RADIOLOGY (Refer Attachment 3)

- | | Yes | No |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 52. X-ray equipment and facilities capable of producing diagnostic radiographs appropriate to the range and size of animals seen at the practice. | <input type="checkbox"/> | <input type="checkbox"/> |
| Equipment type: | | |
| 53. A license to possess the x-ray equipment incorporating a radiation safety and protection plan. (Copy of possession license or evidence of receipt of application for license must be attached) | <input type="checkbox"/> | <input type="checkbox"/> |
| 54. All persons using x-ray equipment must hold a use license. | <input type="checkbox"/> | <input type="checkbox"/> |
| 55. X-ray film identified at the time of exposure and should include the name of the practitioner or practice, client, animal and date, and clearly identify left and right sides of the animal. | <input type="checkbox"/> | <input type="checkbox"/> |
| Stick-on labels attached after developing are not acceptable. | | |
| 56. Developing facilities with bench and storage space incorporated in radiology section. (show on floor plan) | <input type="checkbox"/> | <input type="checkbox"/> |
| 57. As part of the animal's case history record, radiographs to be safely stored for at least the minimum statutory term (3 years). | <input type="checkbox"/> | <input type="checkbox"/> |

PART 8 TREATMENT AND PREPARATION AREA

- | | Yes | No |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 58. A separate area suitably equipped for the pre-surgical preparation and treatment of hospitalised patients. (Show on floor plan – include size) | <input type="checkbox"/> | <input type="checkbox"/> |
| 59. Inhalation anaesthetic system additional to that used in surgery area. | <input type="checkbox"/> | <input type="checkbox"/> |
| 60. Area used for the recovery of anaesthetised small animals and suitably equipped? | <input type="checkbox"/> | <input type="checkbox"/> |
| 61. Facilities for the sterilisation of instruments and drapes provided in this area? | <input type="checkbox"/> | <input type="checkbox"/> |
| Large Animals | <input type="checkbox"/> | <input type="checkbox"/> |
| 62. Separate stable or secure safe yard, provision for recovery from anaesthesia (if to be performed), safely equipped for both animal and personnel safety. (Show on floor plan – include size) | <input type="checkbox"/> | <input type="checkbox"/> |

PART 9 LABORATORY

Should Contain Yes No

63. Microscope

Detail:

64. Facilities for the simple examination of blood, serum, urine and faecal specimens in addition to demonstrable access and usage of a professional service in haematology, chemistry, bacteriology, parasitology and pathology if these services are not carried out on the premises.

Detail:

65. Adequate bench and shelf space.
(Show on floor plan)

66. Refrigeration for laboratory use, which may be used for vaccine storage.
(Show on floor plan)

PART 10 DISEASE CONTROL AREAS

67. Autopsies and contaminated surgical procedures performed under strict disease control conditions in a dedicated area. Yes No

(Show on floor plan)

68. Facilities suitably equipped for the isolation of animals suffering from infectious diseases, providing a physical and air space difference from all other areas of the premises.
(Show on floor plan)

Detail:

PART 11 AMENITIES

Office and Library

Yes No

69. A business office which is convenient to staff and clients.
(Show on floor plan)

70. A library containing up-to-date reference material either as text books, journals, electronic material, computers with access to Internet facilities, covering the range of animals and conditions in the practice.
(Show on floor plan)

Staff Room

71. A separate area for staff privacy including a lie down type of sofa or bed for emergency sick use. Intern flat where provided can be used similarly.
(Show on floor plan)

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NOTE: Continue to Part 12 if it is intended to identify the premises as a veterinary hospital, veterinary centre or emergency hospital or centre or similar name indicating provision of out of hours emergency services.

ADDITIONAL STANDARDS FOR PREMISES INTENDED TO BE IDENTIFIED AS A VETERINARY HOSPITAL/CENTRE

Note: Premises that do not meet the Part 12 standards may not use the identifying title of 'Hospital' or 'Centre' or include the word 'Emergency' in the identifying name.

PART 12

- | | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 72. Minimum of two (2) veterinary surgeons employed with subject premises as their practice base so as to provide continuous capacity for concurrent treatment of emergency cases. | <input type="checkbox"/> | <input type="checkbox"/> |
| 73. A minimum of two (2) examination/consultation areas with an additional area provided for other extra veterinary surgeons expected to be consulting concurrently.
(Show on floor plan) | <input type="checkbox"/> | <input type="checkbox"/> |
| 74. Facilities for personal washing and sterilisation by veterinary surgeons including suitable foot or elbow operated water taps. | <input type="checkbox"/> | <input type="checkbox"/> |
| 75. Provision of emergency medical and surgical treatment from a veterinary surgeon seven days per week, * 24 hours per day no more than thirty (30) minutes after first contact by the client. | <input type="checkbox"/> | <input type="checkbox"/> |

Detail arrangement:

(A) Veterinary surgeon to be on the premises at all times;

	<input type="checkbox"/>	<input type="checkbox"/>
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or

(B) Employment of communication system providing continuous out-of hours telephone contact with a veterinary surgeon rostered for duty (a screening system can be implemented to eliminate non-emergency calls);

	<input type="checkbox"/>	<input type="checkbox"/>
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Detail:

or

(C) Diversion of telephone calls to another dedicated emergency care practice of **equivalent standard** ie another veterinary hospital or centre where a veterinary surgeon is rostered for duty, but only if emergency treatment can be accessed no more than thirty (30) minutes after first contact by the client. (Diversion of calls to a practice not of equivalent standard not permitted.)

	<input type="checkbox"/>	<input type="checkbox"/>
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Detail:

***Exception:** Premises of hospital standard utilized solely as

- Specialist referral practice; or
- Emergency referral practice

where nominated practice hours can apply, but must have a veterinary surgeon on the premises at all times during the nominated hours.

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 76. For premises with a service arrangement identified in either 74 (B) or (C), sign on prominent display at entrance of premises giving contact information for access to the emergency veterinary services of the practice. | <input type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|

Show wording of sign: _____

**VETERINARY SURGEONS BOARD OF QUEENSLAND
VETERINARY SURGEONS REGULATION 2002**

Regulation 25. Record of treatment of animals

- 1) A veterinary surgeon must, for each animal treated by the veterinary surgeon, keep a record including -
 - (a) the animal's identifying details; and
 - (b) the following information for each consultation about the animal -
 - i) details of any condition or injury of the animal;
 - ii) any provisional or definitive diagnosis;
 - iii) full details, including the date, of any examination, procedure or test performed;
 - iv) full details of any treatment given, including details of any drugs administered or dispensed;
 - v) results of any treatment given;
 - vi) details of any instructions given when the animal is discharged.
- 2) The veterinary surgeon must keep the record for three (3) years from the day the last information about the animal is included in the record

HEALTH (DRUGS AND POISONS) REGULATION 1996

STORAGE OF RESTRICTED DRUGS (S4)

Section 211.

1. A veterinary surgeon in possession of a **restricted** drug at a place must keep the drug in a cupboard, dispensary, drawer, storeroom or other part of the place to which the public does not have access.
2. A veterinary surgeon may possess a restricted drug at a place other than the place where the person practises his or her profession.
3. The veterinary surgeon must keep the drug in a secure place under his or her personal control.

STORAGE OF CONTROLLED DRUGS (S8)

Section 119.

1. A veterinary surgeon in possession of a **controlled** drug must keep the drug -
 - a) in a receptacle that complies with Appendix 6* of the Regulation; or
 - b) in another place (a secure place) an inspector who inspects the place is reasonably satisfied is at least as secure as a receptacle mentioned in paragraph (a)
2. The veterinary surgeon must -
 - a) always keep the receptacle or place locked (other than when a controlled drug is being put into or taken out of the receptacle or place); and
 - b) personally possess the key or combination to the receptacle or place.
3. A veterinary surgeon may possess a controlled drug at a place other than the place where the person practises his or her profession.
4. The veterinary surgeon must keep the drug in a secure place under his or her personal control.

* *Details attached*

APPENDIX 6

MINIMUM REQUIREMENTS FOR CONTROLLED DRUG RECEPTACLES

Sections 118 (1)(a) and 119 (1)(a)

PART 1 – CABINETS

Body requirements

1. (1) The body of a cabinet must be constructed of a single layer of mild steel plate at least 10 mm thick and with continuous welding of all joints.
- (2) The cabinet body must-
 - (a) incorporate
 - (i) a full length steel lock keeper bar welded to the inside of the cabinet on the lock side; and
 - (ii) a full length steel bar welded to the inside of the cabinet on the hinge side that acts as a tamper-proof recess for a dog bar; and
 - (b) have, for installation-
 - (i) 4 suitably sized holes in the back plate; or
 - (ii) 2 suitably sized holes in the back plate and 2 suitably sized holes in the base of the cabinet.

Door requirements

2. (1) The door of a cabinet must be constructed of mild steel plate at least 10 mm thick.
- (2) When the cabinet door is closed, the door must-
 - (a) fit flush with the body of the cabinet; and
 - (b) have a clearance around the door of not more than 1.5 mm.
- (3) The cabinet door must incorporate-
 - (a) hardened steel plate, at the site of attachment of the lock, of an area that protects all parts of the lock from drilling; and
 - (b) a solid, full length dog bar, down the inside of the door on the hinge side, that recesses behind the bar mentioned in section 1(2)(a)(ii).

Lock requirements

3. (1) A cabinet lock must be-
 - (a) a 6-lever pick-proof lock; or
 - (b) a lock mechanism of a level of security equal to, or greater than a 6-lever pick-proof lock; or
 - (c) a tamper-proof combination lock of, or at least equivalent to, the 'Sergeant & Greenleaf' type.
- (2) The cabinet lock must-
 - (a) be continuous welded to the inside face of the door; and
 - (b) incorporate a steel saddle around the lock, welded to the inside face of the door; and
 - (c) be fitted with a steel guard around the bolt of the lock, welded to the inside face of the door.

Hinge requirements

4. The hinges on the door of a cabinet must be-
 - (a) constructed of heavy duty steel; and
 - (b) continuous welded to the door and the body of the receptacle; and
 - (c) tamper-proof; and
 - (d) concealed on the inside of the cabinet if possible.

Mounting requirements

5. (1) The cabinet must be mounted by 1 of the methods mentioned in sections 6, 7, 8 and 9.
- (2) The methods are called, in order, type 1, 2, 3 and 4 mountings.
- (3) The chief health officer may approve another way of mounting that is of equal or greater security.

Type 1 mounting

6. (1) For type 1 mounting, a cabinet must be mounted to a concrete, brick or timber wall by 4 bolts made from heavy duty galvanised steel or equivalent quality bolts, of at least 12.7 mm diameter, that are passed through the wall and fastened inside the rear of the cabinet by steel 'cyclone' type washers and suitable nuts.
- (2) However, for a timber wall, the bolts must pass through studs or noggings in the wall.

Type 2 mounting

7. (1) If type 1 mounting is not appropriate, a cabinet must be fixed to a concrete or brick wall by 4 dynabolts or other similar expanding type bolts.
- (2) The bolts must-
 - (a) be heavy duty galvanised steel bolts, or an equivalent quality bolt, of at least 12.7 mm diameter; and
 - (b) be fixed as far into the concrete or brickwork as is practicable.

Type 3 mounting

8. (1) If the wall is of timber construction but the floor is of brick or concrete, the cabinet must, if possible, be mounted-
 - (a) to the floor - by 2 dynabolts or other similar expanding type bolts; and
 - (b) to the wall - by 4 coach screws into the studs or noggings in the wall.
- (2) The bolts and screws must be of at least 12.7 mm diameter.

Type 4 mounting

9. (1) If there is no brick or concrete floor or wall to which a cabinet may be mounted-
 - (a) but there is a wall and a floor to which the cabinet may be mounted-the cabinet must be mounted by 4 coach screws into the studs or noggings of 1 wall and 2 coach screws through the base of the cabinet into the framework of the floor; or
 - (b) but there are 2 walls to which the cabinet may be mounted-the cabinet must be mounted by 4 coach screws into the studs or noggings of the rear wall and 2 coach screws through the side of the cabinet into the studs or noggings of the second wall.
- (2) The screws must be of at least 12.7 mm diameter.

Possession and Use of X-ray Equipment for Plain Film Veterinary Radiography by Veterinary Surgeons

The *Radiation Safety Act 1999* commenced on 1 January 2000. The intent of this Act is to protect persons from health risks associated with exposure to radiation. In order to achieve this, the Act has established several requirements. This information outlines the legislated requirements for veterinary surgeons who possess/use or intend to possess/use X-ray equipment for plain film veterinary radiography.

Use licence

If you use or intend to use X-ray equipment you must hold a use licence. Possession licensees must ensure that users of their X-ray equipment are appropriately licensed.

An application form for a use licence is available from Radiation Health (Ph 3406 8018). An application for a licence to use X-ray equipment for plain film veterinary radiography must be accompanied with:

- a certified copy of the applicant's registration under the *Veterinary Surgeons Act 1936*; and (not required, if the registration is published in the *Gazetted Roll of Veterinary Surgeons of Queensland*)
- a certified copy of the applicant's academic qualification.

If the applicant is applying more than two years after his or her graduation, he or she may be asked for further information in relation to his or her ability to use X-ray equipment, before a licence is granted.

Use licensees must comply with the approved radiation safety and protection plan provided by the possession licensee.

Possession licence

If you own or intend to own X-ray equipment (including units no longer used) you must hold a possession licence. A possession licence can be granted to an individual or a company.

An application form for a possession licence is available from Radiation Health (Ph 3406 8018). An application must be accompanied by your proposed radiation safety and protection plan.

Radiation safety and protection plan

Applicants for a possession licence must develop a radiation safety and protection plan approved by the Chief Executive of Queensland Health. This document outlines the legislated requirements and specifies the operational procedures required to enhance radiation protection at a particular practice.

Applicants may develop their own plans. Alternatively, they may choose to modify a template plan (available from Radiation Health - Ph 3406 8000 or www.health.qld.gov.au select 'public health', then 'Radiation Health') to suit their own practices. Once completed, each plan must be signed and dated by the prospective possession licensee and submitted to Radiation Health for assessment.

Radiation safety officer

A possession licensee must appoint a radiation safety officer for the licensee's practice.

If the possession licensee is an individual and a registered veterinary surgeon who holds a use licence, the possession licensee may appoint him or herself as the radiation safety officer for his or her own practice, without obtaining a Radiation Safety Officer Certificate.

If the possession licensee is not an individual (eg. a corporation), a person who holds a Radiation Safety Officer Certificate issued under the *Radiation Safety Act 1999* must be appointed.

An application form for a Radiation Safety Officer Certificate is available from Radiation Health (Ph 3406 8018). Registered veterinary surgeons are considered to have adequate radiation protection knowledge if they hold an appropriate use licence issued under the *Radiation Safety Act 1999*.

Compliance certifications

The possession licensee must obtain a certificate of compliance for the following items to demonstrate that they meet the relevant radiation safety standards made under the *Radiation Safety Act 1999*:

- Premises where X-ray equipment is used (also applies to premises approved prior to 1999 by Queensland Health); and
- X-ray equipment.

Certificates of compliance must be obtained from a person who has been accredited to assess premises and X-ray equipment. The accredited person will submit a copy of his/her assessment report to Radiation Health. A list of accredited persons is available from Radiation Health (Ph 3406 8018).

Approval to acquire X-ray equipment

A person must obtain an approval from the Chief Executive of Queensland Health before acquiring X-ray equipment. An approval will not be granted if the person does not hold a current possession licence with an authority to possess the type of X-ray equipment the person wishes to acquire.

An application for an approval to acquire a radiation apparatus is available from Radiation Health (Ph 3406 8018).

Further information

For further information on the possession and use of X-ray equipment, or for any other inquiries, please contact:

Radiation Health
450 Gregory Terrace
Fortitude Valley Q 4006

Telephone: (07) 3406 8000 during business hours
Facsimile: (07) 3406 8030
E-mail: radiation_health@health.qld.gov.au