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HOSPITAL STANDARDS AGREEMENT For OFF-CAMPUS CLINICAL INSTRUCTION SITES

Hospital/Clinic Name: _____

Address: _____

Street City State Zip

To be approved as acceptable Clinical Instruction Sites, veterinary care facilities must meet certain minimum criteria regarding hospital standards. These standards must be maintained to ensure that students in the VTDL P receive a quality education that stresses acceptable medical standards. Each Clinical Instruction Site must agree to follow these standards in order to be approved. Digital photographs of relevant work areas must also be submitted, if you are **NOT** an externally accredited facility such as AAHA. **See the description at the end of this document for a full list of items that should be included in the digital photographs.**

Note: If your hospital or clinic is externally accredited either by an external agency or AAHA, you can send verification of your current accreditation status, in lieu of verification pictures. The remaining OCCI packet must be completed and submitted for approval.

Please review and place a check mark (✓) next to all standards currently in compliance:

Medical Records

- There must be an established system of medical record keeping within the practice.
- Medical records must be legible.
- Medical records must clearly reflect the date, initial problem, pertinent history, examination findings, and plan for treatment and care.
- Each patient must be properly identified. The following identification must be recorded accurately on each patient's medical record: patient's name (ID number if applicable), species, breed, date of birth, sex, color, and/or markings.
- Each client must be identified properly. The owner's name, address, home, and alternate telephone numbers must be recorded accurately.
- A report of physical examinations must be made. All patients must be given an appropriate physical examination prior to all medical or surgical procedures. A systematic procedure of examination should be followed.
- Records of treatment, both medical and surgical, must minimally reflect all procedures performed in chronological order and in the context of the medical or surgical problem to which they pertain.

Examination Facilities

- Examination facilities must be provided to demonstrate tasks to students.
- Each examination room must be supplied with cleaning materials, disinfectant, disposable towels, and a waste receptacle.
- To facilitate hand washing between each patient, a sink must be located in or convenient to each examination room.

Hospital/Clinic Name: _____

Pharmacy

- All logs must not be stored in the locked cabinet used to store those drugs to which it applies.
- Documentation must be retained for the full statute of limitations as established by federal, state, or provincial regulations.
- Adequate supplies of drugs and supplies must be available at all times.
- All outdated drugs are returned or disposed of in accordance with federal, state, or provincial regulations.
- When dispensing medication, each label must:
 - Be typed or printed (clear tape placed over the label to preserve it.)
 - Be permanently affixed to the container
 - Include expiration, if appropriate
 - Include warning labels, if appropriate
- Each label must be recorded thereon:
 - Client's name
 - Patient's name
 - Date
 - Name of drug
 - Usage directions including route of administration
 - Quantity dispensed
 - Hospital's name, address, and phone number including area code
 - Name of the veterinarian dispensing the drug
- Drugs must only be dispensed or administered on the order of a licensed veterinarian.
- Drugs used in euthanasia procedures must be stored in a locked cabinet. It is recommended that these agents be identified and segregated.
- Each dose of any medication administered, dispensed, or prescribed must be recorded on the medical record, including usage directions, quantity, and number of refills.
- Hazardous medications (e.g., chemotherapeutic medications) must be handled in accordance with federal, state, or provincial regulations.
- All dispensed or repackaged medications must be in approved, child-resistant containers unless otherwise requested by the client or if the drug is in a form which precludes it from being dispensed in such a container.
- The container must in no way alter the drugs being dispensed and must be moisture resistant.
- Each pharmacy must contain at least one reference text or compendium of pharmaceuticals which is current (within three years) and provides the necessary information on drugs, chemicals, and biologics in use within the hospital or dispensed for use by the client.
- Current antidote information must be readily available for emergency reference in addition to the telephone number of the nearest poison control center.
- Facilities must be provided for storage, safekeeping, and use of drugs in accordance with federal, state, or provincial regulations.
- Controlled drugs must be stored in a securely locked, substantially constructed cabinet or safe as required by federal, state, or provincial regulations.

Laboratory

- Each specimen must be identified with the identification of the patient.
- Each necropsy procedure and record thereof must be thorough and detailed.
- Reference range values must be available for all laboratory tests performed.
- Adequate space must be provided for performance of services and proper storage of reagents.
- The countertop must be impervious and stain resistant with adequate lighting in all work areas.
- Restrictions must be in place to prohibit eating/drinking/makeup in lab areas and restriction signage must be visible.
- No food or drink items will be stored in refrigerators where lab specimens are routinely kept.

Diagnostic Imaging

- Radiographic equipment must be operated only by persons aware of all hazards, actual and potential, to themselves, assisting personnel, patients, and other nearby individuals in order to eliminate or reduce hazards to minimum acceptable levels.
- Educational information must be available to all staff concerning radiation safety.
- Documentation of a radiation safety program must be on file.
- Radiation safety procedures must be in compliance with all federal, state, provincial, or local regulations and signage of a potentially hazardous area must be present.
- Dosimeter monitoring of exposure levels must be provided for all personnel working with or near an X-ray generator.
- The individual badge must be worn near the collar on the outside of the leaded apron.
- Records of dosimetry results must be maintained indefinitely and be readily available.
- Exposure results must be communicated to the staff.
- Machines must be inspected in accordance with federal, state, or provincial regulations and results posted.
- Images of patients must be identified properly and filed for easy location and retrieval. Because radiographic images are an element of the medical record, they must also be retained in compliance with federal, state, or provincial regulations.
- Loaded cassettes must be stored in a manner to protect them from unintended exposure.
- Radio-opaque characters must be used to identify right (R) and left (L) sides of the patient.
- Permanent identification of each image is required and must occur prior to processing. Minimal image identification must include date, patient identification, and hospital identification.
- All personnel must wear protective apparel while in the room during exposure.
- Proper safelight(s) with lamps of correct wattage must be mounted at the recommended distance from the work areas.

Anesthesiology

- Anesthesia services must be provided.
- Anesthesia services must include performance of routine preanesthetic examination and exercise of proper safeguards in selection and use of anesthetics.
- Anesthetic agents must be administered by a veterinarian or by persons trained in their administrations and then only under supervision of a veterinarian who must be on the premises. Administration must be in compliance with federal, state, or provincial regulations.
- Some method of respiratory monitoring must be used, such as observing chest movements, watching the rebreathing bag, or use of a respiratory monitor.
- When endotracheal tubes are used, they must remain in place during recovery from anesthesia until appropriate protective reflexes have returned.
- All equipment needed for the administration of local and general anesthesia must be readily available and in good repair.
- The anesthetic area must have emergency lighting available.
- Some means of assisting ventilation must be readily available during general anesthesia, either manual or mechanical.
- The facility must contain an area for the administration of general anesthesia.
- A recovery area outside the operating room or a recovery room where the patient can be observed closely until appropriate protective reflexes have returned must be available. Observations should occur at frequent intervals until the patient is in sternal recumbency.

Dentistry

- A routine examination of any animal must include examination of the teeth, gums, oral cavity, and other structures and tissues associated with the teeth.
- Prophylactic dental services (scaling and polishing) must be provided.
- Only properly trained personnel may perform dental procedures. Such performance must be in compliance with state or provincial licensing bodies.
- Personnel operating dental equipment must wear masks, eye protection, and gloves or other protective equipment to prevent nosocomial infection.
- The decision to extract teeth must be made by the veterinarian.
- Dental prophylaxis must not be done in the operating room, except in the case of oral surgery.

Surgery

- All surgeries must be performed by a licensed veterinarian.
- Surgical assistants and the surgeon must be properly attired with cap, mask, sterile gown, and sterile gloves when major surgery is performed.
- Surgeons, surgical assistants, and operating room attendants must wear a surgical cap and mask at all times while in the surgical suite and when a sterile field exists therein. All scalp and facial hair must be completely covered by the cap and mask. Operating room attendants should remain outside of the sterile field.
- Surgical procedures require the use of sterilized instruments, gowns, towels, drapes, and gloves as well as clean caps and masks.
- A regular maintenance program for autoclaves and other sterilizing equipment must be instituted.
- Surgical packs must be steamed or gas sterilized.
- Sterile surgical packs must be used for each patient
- When gas or steam sterilization procedures are used, sterility indicators must be in evidence on the exterior surface of each unit.
- When large surgical bundles are sterilized monitors that verify appropriate steam temperature and time must be used in the center of each pack.
- The drapes, laparotomy sheets, towels, gauze sponges, suture materials, and gowns to be sterilized must be properly wrapped. The contents of the bundles must be in good repair, cleaned or laundered, dried, wrapped, and sterilized.
- Surgical packs must be dated with the date on which they were sterilized. If not used within 30 days, packs must be resterilized prior to use.
- Single-use sterile surgical gloves must be used.
- Cold sterilization must be changed in accordance with manufacturer's recommendations.
- The use of cold sterilization must be limited to those instruments used in minor surgical procedures or those cannot be steam sterilized.
- Preoperative preparation must be performed outside the operating room. The preparation room should be separate room convenient to the operating room and well lit. Floors, walls, and counter tops should be of smooth, impervious, material which is easily cleaned.
- The operating room must be a separate, closed, single-purpose room for the performance of only aseptic surgical procedures.
- The operating room must be so constructed and equipped that cleanliness can be easily maintained.
- All laser equipment must be stored and maintained according to maintained according to federal, state, local, and provincial regulations.
- All protective gear should be worn when laser equipment is in use according to the manufacture's instructions and according to maintained according to federal, state, local, and provincial regulations.

Nursing Care

- Nursing care must be provided.
- Nursing care must include the provision of diagnostic, pre-surgical, surgical, and recovery procedures as well as custodial care.
- All patient care provided by the nursing staff must be under the supervision of a veterinarian.
- Assignments must be made so that one person is responsible for the proper observation of each anesthetized patient.
- All patients must be positively and properly identified during their hospital stay.
- Each medication must be entered on the patient's medical record showing date, name of drug, type, dose, route of administration, and frequency of administration.
- The practice staff must demonstrate humane care of animals. The facility must provide for the prevention of animal abuse and neglect of patients.
- Nursing personnel must ensure that all animals are individually housed unless otherwise requested by the owner and approved by the veterinarian.
- Proper protective apparel must be worn by all personnel performing therapeutic bathing and dipping.
- The nursing staff must be familiar with the proper handling and disposal of all waste materials and the cleaning and disinfection of compartments, exercise areas, and runs.

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Housekeeping and Maintenance

- ❑ The facility and staff must present a professional appearance. The following must be clean and in good repair.
 - ❑ Walls
 - ❑ Ceilings
 - ❑ Windows
 - ❑ Floors and carpets
 - ❑ Furniture and draperies
 - ❑ Fixtures, including light and plumbing fixtures
 - ❑ Equipment and appliances
- ❑ All cleaning supplies must be used in accordance with manufacturers' instructions and in compliance with federal, state, local, and provincial regulations.
- ❑ Linens must be stored in such a way as to minimize contamination from surface contact or airborne sources.
- ❑ Soiled or contaminated linens must be handled in such a way as to prevent cross-contamination of the areas of the hospital.
- ❑ Faucets and drains must be inspected regularly and maintained in proper working order.
- ❑ Tanks containing compressed gases must be stored and securely fastened according to federal, state and local/provincial regulations.
- ❑ Compressed gas tank valves, regulators, lines, washers must be checked periodically for leakage.
- ❑ Mechanical and electrical systems throughout the hospital must be maintained in accordance with written preventive maintenance programs.
- ❑ Waste disposal must be carried out in accordance with good public health practice and federal, state, provincial, and local regulations.
- ❑ Biomedical waste, such as culture plates, tubes, contaminated sponges, swabs, biologicals, blood borne pathogens, needles, syringes, and blades, must be disposed of according to federal, state, local, and provincial regulations.
- ❑ Adequate safety precautions must be used in disposing animal carcasses and tissue specimens. Disposal must be according to federal, state, local, and provincial regulations.
- ❑ Deceased animals not disposed of within 24 hours must be sealed in heavy plastic bags and refrigerated or frozen.
- ❑ If an incinerator is used, it must be installed and maintained according to federal, state, local, and provincial regulations.
- ❑ Grounds surrounding an animal hospital must be neat, attractive, and in safe condition at all times.
- ❑ Rubbish, papers, and fecal material from animals must be picked up from lawns, sidewalks, and parking areas on a daily schedule.
- ❑ The hospital must be equipped to operate under safe and sanitary conditions
- ❑ Waste anesthetic gas systems, ventilation and heating systems and air conditioning and heating equipment must be installed in accordance with applicable codes and appropriate standards and maintained according to federal, state, local, and provincial regulations.
- ❑ The ventilation system must ensure that a controlled and regularly filtered air supply is provided in critical areas, such as surgical suite, preparation areas, special care units, and ward areas.
- ❑ Water must be safe for use by employees, patients, and clients in according to federal, state, local, and provincial regulations.

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OSHA

- Adherence to all OSHA safety regulations must be maintained and documentation of inspections (self and external) must be readily available.
- An appropriate eye wash station must be available, clearly marked, and maintained.
- Fire protection/policies and procedures must be inspected yearly and documentation readily available
- Flammable and combustible materials must be stored and secured according to federal, state, local, and provincial regulations.
- All Material Safety Data Sheets must be strategically placed throughout the facility and available upon request.
- All secondary containers must be labeled appropriately according to federal, state, local, and provincial regulations.
- All OSHA ergonomic and noise regulations must be adhered to.
- Impervious containers for needles and other sharps must be readily available and disposed of according to federal, state, local, and provincial regulations.
- Educational information and warnings must be available to all staff concerning safety and reporting of non-compliance.
- If utilized all chemical hoods and ethylene oxide exhaust ventilation must be installed and maintained according to federal, state, local, and provincial regulations.

OCCI Verification Pictures (Non-externally accredited facilities only)

As a method of verifying your hospital's facilities and equipment so that we can prove proper OCCI documentation to the AVMA, please provide **digital** photographs of your practice and submit them along with this agreement. Due to problems with technical discrepancies between equipment and formats, we cannot accept videos. The photographic submissions should include all areas of the practice, including the exterior and all interior working areas in the practice. Please concentrate your pictures on the following areas:

- Reception area
- Surgical suite & anesthetic monitoring equipment
- Radiology area and equipment
- Radiology developing area(s)
- Examination rooms
- Lab area and lab equipment
- Treatment areas
- Hospital exterior
- Other areas that are routinely utilized (offices and restrooms need NOT be included)

All submissions become the property of the VTDLF and will not be returned.

Digital photographs can be submitted via email to roachph@sanjuancollege.edu (file size permitting) or copied to CD or DVD and mailed to:

San Juan College
Pat Roach
4601 College Blvd
Farmington, NM 87402

PLEASE NOTE: Verification Pictures of Food/Farm Animal Facilities and equipment are also required if you are requesting approval as an OCCI Food/Farm Animal Location site. See page 4 of the Facilities Agreement for details.

Hospital/Clinic Name: _____

Non-externally Accredited Facilities (Pictures required)

As the Primary Preceptor at this Clinical Instruction Site, I agree to abide by, practice, and enforce the above standards.

Printed Name _____

Signature _____

Date _____

- My hospital is not externally accredited. I am submitting OCCl Verification Pictures via:
Email sent ___/___/___ or CD/DVD mailed ___/___/___

Externally Accredited Facilities (Pictures not required)

Your hospital's accreditation status with an external accrediting body will be kept confidential.

- My hospital is externally accredited. I am including a copy of the accreditation documentation. Please specify type of external accreditation: _____

Printed Name _____

Signature _____

Date _____