

**Veterinary Facility Evaluated:**

**Rule 30: Veterinary Behavioural Consultancy**

**NAME FOR THE FACILITY:** \_\_\_\_\_

**BY TICKING YES TO ANY RULE ON THIS CHECKLIST YOU AGREE THAT THE FACILITY ALREADY COMPLIES WITH THAT STANDARD.**

Rule 30	Structural and procedural requirements for Veterinary Behavioural Consultancy			OFFICE USE	
			YES	NO	CATEGORY A, B or C
	(1)		The veterinary behaviourist can consult clients in one of the following ways:		
		(a)	At his/her own behavioural facility (Category A);		
		(b)	A separate room that is equipped as an operating room and has the following:		
		(c)	At the client's home (house call) (Category C).		
	(2)		On application for the registration of a veterinary behavioural facility the veterinarian must indicate in which of the ways referred to in 30(1) consultations will be performed: (a) and/or(b) and/or (c).		
	(3)		The veterinarian in charge of the behavioural facility must be competent in animal behavioural medicine and must be registered with the South African Veterinary Council		
	(4)		An animal behavioural facility that is registered with the South African Veterinary Council as such a facility, may only render animal behavioural services.		
	(5)		The animal behavioural facility may be part of a veterinary facility which is registered with South African Veterinary Council and complies with the minimum standards to be registered as a hospital, clinic or consulting room. In this case the veterinary behaviourist may perform veterinary procedures which fall under that registration.		
	(6)		Category A: An animal behavioural facility at or from which a veterinarian practices a veterinary profession must:		
		(a)	be a permanent structure. (This is not intended to exclude buildings, which are factory produced and site assembled, e.g. a		

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				prefabricated building as the word "permanent "relates to the materials used and not the building itself);		
		(b)		have a good source of general lighting.		
		(c)		have adequate ventilation;		
		(d)		have a fire extinguishing apparatus, which meets the requirements of local authorities;		
		(e)		be so constructed as to minimize the escape of an animal and to ensure the effective and safe confinement of animals at all times; and		
		(f)		have equipment to determine the weight of patients adequately.		
	(7)			Subject to any requirements of a local or other authority, an animal behavioural facility must consist of:		
		(a)		a reception and office area;		
		(b)		waiting room for clients with access to toilet facilities; and		
		(c)		one or more consulting rooms		
	(8)			The internal walls and floor surfaces, shelves and tables of an animal behavioral facility must be of such a nature that they can be properly cleansed and disinfected so that hygienic conditions can be maintained.		
	(9)			The drainage and washing water of an animal behavioral facility must run into an adequate sewer and comply with the requirements of local authorities.		
	(10)			The animal behavioral facility must have a direct public entrance.		
	(11)			Provision must be made at a behavioural facility for a hygienic, insect and rodent free environment within the facility as well as where therapeutic and nutritional products are stored.		
	(12)			Adequate facilities must be available for the preparation of food and washing and cleaning of all equipment.		
	(13)			A signboard below the identification board of the veterinary facility indicating that only animal behavioural veterinary services are being rendered from the premises and the extent of these services.		
	(14)			The telephone at a number or alternative number that is indicated in an official telephone directory in respect of a veterinary facility is answered at all times, and the use of an automatic answering service outside the normal consulting hours is permissible for this purpose as long as it states the normal consulting hours of that practice and refers the client to either a telephone number, cell phone number of the veterinary professional on duty or to the address and telephone number of an after-hours veterinary facility.		

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	(15)			Have access to the relevant scientific information resources necessary for effective retrieval of the information needed to enable the making of sound decisions based on scientific knowledge.			
	(16)			An animal behavioural facility must have the necessary facilities and or equipment in order to ensure that a complete basic physical examination can be performed.			
	(17)			A dispensary service for its own requirements can be rendered at the facility, and must be maintained as well as administered in accordance with Rule 21(4).			
	(18)			To aid in the diagnosis of an animal behavioural problem or to exclude medical causes for animal behavioural problems it may be necessary to obtain blood or urine samples for laboratory analysis. The animal behavioural facility must, either:			
		(a)		Have basic equipment to allow sample collection, proper storage facility for the sample and have access to a laboratory for sample analysis; or			
		(b)		Refer the owner to his/her usual veterinarian for sample collection and analysis.			
	(19)			In some instances, euthanasia of an animal may be indicated for behavioural reasons. Should the facility offer euthanasia, the facility must:			
		(a)		Have lock-up facilities available for schedule medicines in accordance with the relevant laws; and			
		(b)		Keep proper records of the medicines used.			
	(20)			Provision must be made at a veterinary facility for the storage and/or disposal of carcasses in a manner, which will ensure that decomposition will not cause a health risk before being disposed, and that odours are contained.			
	(21)			Should the animal behavioural facility not offer euthanasia, the client will be referred to his/her usual veterinarian for the procedure.			
	(22)			Animals will not be admitted to the animal behavioural facility. Should overnight observation of the animal be needed the owner will be referred to his/her usual veterinarian for hospitalisation.			
	(23)			Records must be maintained as per rule 6.			
	(24)			Diagnostic imaging will not be done at the animal behavioural facility.			
	(25)			In a case where diagnostic imaging is needed to aid in the diagnosis for a behavioural case, the client will be referred to his/her usual veterinarian for the procedure.			

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	(26)			No surgical procedures may be performed at an animal behavioural facility.			
	(27)			In the case where an animal requires a surgical procedure to aid in the treatment of an animal behavioural case, the owner of the animal will be referred to his/her usual veterinarian for the procedure.			
	(28)			<b>Category B:</b> If a registered clinical veterinary facility is used for behavioural consultations, it is subject to the following:			
		(a)		The veterinary behaviourist may make use of a registered veterinary facility as long as that facility can provide:			
			(i)	A consultation room that enables a lengthy consultation, with comfortable seating for the client and the behaviorist;			
			(ii)	<b>A consultation room free from excessive noise or interruptions that could</b> disturb the behavioural consultation;			
			(iii)	A consultation room where the veterinary behaviourist can execute the consultation in a confidential manner; and			
		(b)		The veterinary behaviourist must comply with Rules 30(14) and (15): <b>General procedural requirements</b> and <b>Rule 30(23): refer Rule 6</b> Records at veterinary facilities.			
	(29)			<b>Category C:</b> If a behavioural house call is made, it is subject to the following:			
		(a)		The veterinary behaviourist must comply with Rules 30(14) and (15): <b>General procedural requirements</b> and <b>Rule 30(23): refer Rule 6</b> Records at veterinary facilities;			
		(b)		An office is required where:			
			(i)	The office must form part of a permanent structure, be hygienic with surfaces that can be kept clean;			
			(ii)	Records can be kept;			
			(iii)	Clients can be consulted should clients wish to see the veterinary behaviorist (without the patient);			
			(iv)	Medicines prescribed for behavioural medicine must be stored in accordance with Rule 21(4); and			
			(v)	Equipment and products used in behavioural medicine can be kept			
		(c)		The vehicle used for house and or farm consultations must be maintained in a clean and sanitary condition; and			
		(d)		The vehicle must contain those items of equipment that are necessary for the veterinary professional to perform physical examinations and treatment consistent with the standards of the profession to perform an animal behavioural consultation.			

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Rule 6		Records at Veterinary Facilities			OFFICE USE		
					YES	NO	CATEGORY A, B or C
	(1)			The attending veterinary professional <b>(must)</b> maintains records, including the records required in terms of the Medicines Act, for each animal <b>or</b> group of animals which are legible, accurate and permit prompt retrieval of information.			
	(2)			<b>Records must contain the following information for individual animals as applicable:</b>			
		(a)		the date or period of the examination or consultation;			
		(b)		name of the veterinarian who treated the patient;			
		(c)		client's identification;			
		(d)		patient name, other forms of identification, as well as the species, breed, gender and age;			
		(e)		clinical information for the purposes of continuous care and assessment;			
		(f)		vaccination record;			
		(g)		special procedures;			
		(h)		diagnosis;			
		(i)		treatment and scripts issued; and			
		(j)		discharge instructions.			
	(3)			<b>Records must contain the following information for production animals, including wildlife, as applicable:</b>			
		(a)		the date or period of the examination or consultation;			
		(b)		client's identification;			
		(c)		species & breed; for wildlife species and sex, age group and/or colour if relevant;			
		(d)		procedures or treatment performed. For groups of animals a general description of the type of herd-work and bulk use of medicine is acceptable, but the use of schedule 5 and 6 wildlife capture medicines, must be recorded with care; and			
		(e)		instructions to client in general, if applicable and abnormal observations.			
	(4)			All records referred to in Rule 6(2), radiological images and the interpretation thereof, laboratory and pathology results must be retained by the principal of the veterinary facility for <b>a period of five years</b> from the patient's last visit, with the exception of ultrasound images where only the findings must be recorded.			
	(5)			<b>Records must contain the following information for diagnostic laboratory work (if) applicable:</b>			
		(a)		date sample was collected, date received, date completed, and date of release of results;			
		(b)		client information and geographical information;			

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		(c)		animal identification as submitted, including species, breed, gender and age;			
		(d)		clinical history;			
		(e)		tests performed;			
		(f)		personnel doing the preparation and analysis;			
		(g)		method followed, deviations if any, reasons for deviation and reasons why results can still be accepted;			
		(h)		consumables and reagents including name, batch number, and expiry date;			
		(i)		results of quality control samples;			
		(j)		environmental conditions, if abnormal, or other critical information required by the standard operational procedure;			
		(k)		original findings; and			
		(l)		reports.			
	(6)			Records referred to in Rule 6(4) relating to a complaint, charge or allegation lodged with Council in terms of section 31(1) of the Act must be presented to Council within <b>seventy two (72) hours</b> of being requested to submit such records, or as otherwise arranged with Council.			
	(7)			Proper security arrangements must be made to protect medical and other clinical records from loss, fire, alterations, additions, supplements or unauthorised use; electronic records must be backed up on a daily basis and electronic backups should be stored off-site.			
	(8)			Any alterations, additions and/or supplements to any records, clinical or otherwise, must be entered as a supplement to said record and must be clearly defined as such.			
	(9)	(a)		The principal of a veterinary facility will be responsible for confirming the identity of the attending veterinary professional to Council, where a complaint is lodged against his/her veterinary facility.			
		(b)		The principal of a veterinary facility will be responsible for providing the records referred to in Rule 6(5), should a complaint be lodged against a veterinarian no longer in the employ of the principal of the facility, subsequent to the date on which the complaint originated.			
		(c)		Should the principal of a facility fail to comply with the provisions of Rule 6(9)(a) he/she will be held accountable for any unprofessional conduct arising from such a complaint.			

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