SOUTH AFRICAN VETERINARY COUNCIL

26 Victoria Link Street, Route 21 Corporate Park,
Nellmapius Drive, Irene, Gauteng,
South Africa 0157
Tel: +27(0)12 345 6360
Website: www.savc.org.za
Acting Registrar/CEO: Ms Dinamarie Stoltz

CHANGE OF ADDRESS OF AN EXISTING VETERINARY FACILITY

RULE 25 – MOBILE ANIMAL (VETERINARY) SERVICES – Must be linked to a base facility
Name of the Base Facility: -

PLEASE TAKE NOTE

1. All veterinarians and para-veterinary professionals must render services from a facility registered with the SAVC (Council).

2. The SAVC has set of rules for veterinary and para-veterinary facilities, with categories of facilities and minimum standards for each category. These minimum standards are described in rules relating to the practising of veterinary and para-veterinary professions, the facility must comply with set minimum standards of the category you are applying for, to register with Council and render services;

3. This form must be submitted with the facility minimum standards - self-evaluation form - which must be completed by the principal. To assist you in ensuring that your facility complies with these minimum standards, it is required that you conduct a self-evaluation of the facility and submit the completed form with your application for registration of your facility.

4. When doing the self-evaluation, please ensure that: -
   a. Complete the applicable Self-evaluation form for the category of facility you are applying to register.
   b. Refer to the Minimum standards required for type of facility you are applying for.

5. Please ensure that you attach pictures of the facility and proof of payment of the **facility registration fee of R885** and submit these supporting documents with this application form

6. Please list all the services or functions that you are intending to render from this facility. **The list should be detailed to ensure that the Facilities Administrator and Facilities Compliance Committee is able to assess whether the application for registration of the facility and compliance with the minimum standards.**

7. **SUBMISSION OF REGISTRATION DOCUMENTS: -**

- The facility registration form must be submitted to facilities@savc.org.za
- Please ensure that the form and self-evaluation section are completed, the form must be signed by the principal of the facility in front of commissioner of oath
- This form must be signed in front of a Commissioner of Oaths.
- Registration will be processed within 5 – 7 working of receipt of complete forms.
- **Incomplete registration form will not be processed**

PLEASE NOTE:
Any dishonesty in the completion of this form is considered a serious offence.

WHEN SUBMITTING YOUR APPLICATION FOR FACILITY REGISTRATION, PLEASE ENSURE THAT THE FOLLOWING DOCUMENTS ARE INCLUDED:

IMPORTANT: NO APPLICATION WILL BE PROCESSED UNLESS ALL THE REQUIRED SUPPORTING DOCUMENTS, AS STIPULATED BELOW, ARE SUBMITTED.	**YES / NO Please tick**
Fully completed and signed application form	
Proof of payment of **R885** for the facility registration	
Photograph of the mobile facility	
Photograph of the registration number of the mobile facility	
Photograph of the safe bolted to the mobile facility [must show the bolts securing the safe clearly]	
Photograph of the refrigerator/cooler for the cold storage of medicines with thermometer on the mobile facility	
A comprehensive **video** of the entire mobile facility, providing a complete visual overview of all areas.	

DEFINITIONS

"Consultancy"	means an interaction between a veterinarian and an owner, farmer, client or group of clients where animals may be examined away from a registered physical facility, treatment protocols drawn up, medicines prescribed and/or provided and professional advice given regarding an ongoing health, production concern/entity or animal behaviour;
"House or farm call"	means when a veterinary professional leaves his/her physically registered base practice to render a professional service to his/her clients in a vehicle suitably equipped for that type of practice;
"Invasive surgery"	means surgery that is performed intra-abdominally, intra-cranially, intra-thoracically, musculo-skeletally or of the cardio-vascular system;
"Mobile animal service"	means a veterinary practice facility, which is registered with the Council in the name of the principal of the base veterinary facility from which it operates;
"Mobile theatre"	means a vehicle or trailer, which could consist of either a self-propelled facility or be mounted on a base which is transported to a site, and which is appropriately equipped to perform sterilisations and other surgical procedures in a controlled environment to indigent or isolated communities;
"Non-practising facility"	means a facility where no veterinary services will be rendered or medicines sold for direct or indirect gain. The veterinarian does not practice, but requires access to Act 101 medicines for use solely on his/her own animals;
"Principal"	means the veterinary professional in whose name the veterinary facility is registered and who takes responsibility for minimum standards of the facility, or his appointed agent who must be a registered veterinary professional;
"Production animal"	means an animal whose products are used by humans and/or which may enter the food chain for consumption;
"Production animal herd health facility"	means a base facility where no clinical work is done and where the primary service is rendered essentially from an equipped vehicle to ruminant livestock, wildlife, poultry, pig or aquatic production units;
"Registered facility"	means a veterinary facility which complies with the minimum standards as applicable to the category of service rendered there, and is registered with Council;
"Research animal facility"	means any facility or area where animals may be used, maintained or bred for scientific purposes, including for research, testing, teaching, validation, production or observation;
"Veterinary hospital/clinic"	means a veterinary facility where veterinary services are available at selected times and wherein examination, diagnostic, prophylactic, medical, surgical and extended accommodation services for hospitalised animals are provided;
"Veterinary laboratory"	means a facility which has the specific purpose of diagnostic and/or research testing, any mobile service unit linked to the permanent facility, and in-house laboratories that form part of a veterinary facility where the service is not only rendered for the facility's own requirements;
"Wildlife"	means all non-domesticated species of animals, whether free-living or kept in captivity.

SECTION A: DETAILS OF THE MOBILE FACILITY TO BE REGISTERED:

1. Name of base facility	
SAVC registration number of base facility. (*if already registered)*	
Car model of the mobile facility	
Registration number of the mobile facility	

DETAILS OF THE PRINCIPAL/S OF THE MOBILE FACILITY (If there's more than one principal, include all their details)

1. Name of the main principal of the facility - responsible for the account				
SAVC reg no. of the principal				
Contact Details	**MOBILE NO:**	**EMAIL ADDRESS:**		
Proof of CPD compliance of the principal (Please attach proof CPD activities/certificates)			**YES**	
			NO	

2. Name of the Principal of the facility				
SAVC reg no. of the principal				
Contact Details	**MOBILE NO:**	**EMAIL ADDRESS:**		
Proof of CPD compliance of the principal (Please attach proof CPD activities/certificates)			**YES**	
			NO	

The completion of this checklist/s should reflect the current status of the facility's compliance with the prescribed minimum standards of veterinary facilities.

- In the event that your facility does not comply with one or more required minimum standards as per the checklist/s, you must submit a motivation letter to the SAVC Inspections Committee detailing the reasons why exemption from compliance with those minimum standards is required.

- This motivation letter should provide information about the services and procedures to be rendered at the facility to ensure that the Inspections Committee has the relevant information when evaluating the application for exemption from compliance with these minimum standards for veterinary facilities and must be submitted with this form.

Rule 18: General Requirements for Clinical Veterinary Facilities		Principal Self-Evaluation		For Official Use - Inspector		
		Please tick relevant box		Please tick relevant box		
Have you read what is required in terms of Rule 18 and submitted the details, where required: -		YES	NO	YES	NO	CATEGORY A, B or C
(1)	**Clinical veterinary facilities**, excluding the following facilities as contemplated in Rules 26, 30, 31, 32, 33, 34 and 35: compulsory veterinary community service and regulatory service facilities, behavioural consultancy, veterinary laboratories, research animal facilities, facilities for herd health practice, facilities for industry and other consultancies and non-practising facilities, **must comply with Rules 18, 19, 20, 21, 22 and 23.**					
(2)	Facilities contemplated in Rules 27, 28 and 29 for small animal hospitals/clinics, hospitals for equine and production animals must, in addition to the requirements of Rules 18, 19, 20, 21, 22 and 23, comply with those requirements for exemptions as listed under that subcategory.					
(3)	A clinical veterinary facility must comply with Rule 24 if any invasive surgery is performed. Please refer to the definition of "invasive surgery".					
(4)	Where prescribed minimum requirements are not met, an explanation with a motivation and a standard operating procedure (SOP) must be submitted to Council to indicate what procedures are in place to guarantee that the welfare of the patient is still accounted for. Such a standard SOP must be re-submitted every five years, and signed by all veterinarians and veterinary and para-veterinary staff members of that facility.					
(5)	All veterinary facilities must be registered with Council. Should a clinical veterinary facility not meet the minimum standards set out in the Rules, its registration may be suspended for such a period as Council deems fit.					

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

Rule 23: General requirements for anaesthesia	Principal Self-Evaluation		For Official Use - Inspector		
	Please tick relevant box		Please tick relevant box		
	YES	NO	YES	NO	CATEGORY A, B or C
(1) All animals must undergo a pre-anaesthetic clinical examination, with the exception of wildlife. If it is not possible to perform a pre-anaesthetic clinical examination, the **wildlife** should preferably be **observed prior to anaesthesia**, if possible.					
(2) Adequate facilities must be provided for the safe induction and recovery from anaesthesia.					
(3) All persons administering anaesthesia must be qualified or authorised by Council to do so and be competent in the efficient use of all anaesthetic facilities and equipment, provided that a veterinary para-veterinary professional, within his/her scope of practice may administer anaesthesia on the instructions of a veterinarian, with the exception of wildlife, **which only a veterinarian personally may anaesthetise** in accordance with Rule 10.					
(4) The monitoring, maintenance and recovery from anaesthesia must be effected under the **direct supervision of a veterinary professional or veterinary para-veterinary professional**, within his/her scope of practice who must **be on the premises**.					

(5) The same person may not do surgery, monitoring and maintenance of general anaesthesia, unless circumstances dictate otherwise and unless monitoring equipment is available.					
(6) Equipment for anaesthesia, either inhalation or parenteral, and facilities adequate and appropriate for the needs of the relevant practice and veterinary facility must be provided at all times.					
(7) An appropriate range of clean, functional endotracheal tubes must be available.					
(8) Medical oxygen must be available at all times for inhalation anaesthesia maintenance as well as to meet any other emergency situation.					
(9) Storage for all explosives, such as gas or oxygen, must be provided for in accordance with the relevant legislation.					
10) A means to provide artificial ventilation must be available.					
11) Lock-up facilities must be available for scheduled medicines in accordance with the relevant laws.					
12) Where applicable, equipment for the control of body temperature must be provided.					
13) Anaesthetic equipment must be adaptable for the variation in body weight and the species range in which it is intended for use.					
14) Active or passive anaesthetic gas scavenging equipment must be in use according to relevant legislation, if applicable.					
15) All anaesthetic equipment must be properly maintained and serviced at regular intervals.					
16) All animals must **be monitored after surgery** and may only **be discharged** once adequately **recovered from anaesthesia**, i.e. all animals must be fully conscious and ambulatory, unless otherwise discussed and agreed to with the client. (Not applicable to wildlife)					

Principal's Comments	**Inspector's Comments**

Rule 24: **Requirements for Invasive Surgical Procedures (If applicable)**	**Principal Self-Evaluation**		**For Official Use - Inspector**		
	Please tick relevant box		**Please tick relevant box**		
	YES	**NO**	**YES**	**NO**	**CATEGORY A, B or C**
(1) The facility must comply with the following: -					
(a) one or more rooms for the treatment and pre-operative preparation of patients, which must be conveniently close to the operating room;					
(b) a separate room which is equipped as an operating room and has: -					
(i) adequate general lighting, as well as an adequate light source for procedures;					
(ii) a surgical table with an impervious operating surface that can be easily cleansed and disinfected;					

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(iii) an adequate supply of oxygen;					
(iv) a gas anaesthetic apparatus or a means of effectively administering oxygen through an endotracheal tube, ambubag or mask;					
(v) a means of viewing radiographs; and					
(vi) adequate ventilation.					
(2) The operating room must be of adequate size and there must be an adequate supply of equipment, drapes and instruments at all times.					
(3) There may be no thoroughfare through an operating room.					
(4) The operating room may not be used as a storage room					
(5) Patients should be prepared in a separate room convenient to the theatre (operating room) but not in the same place as where surgery takes place.					
(6) Only final preparation of the patient may be done in the operating room.					
(7) Aseptic conditions must be maintained in the operating room.					
(8) There must be appropriate autoclave equipment or other suitable sterilising equipment, or access thereto, for the effective sterilisation of surgical packs and other equipment and have adequate storage for sterilised packs and employ acceptable techniques to indicate the effectiveness and expiry of sterilisation.					
(9) Suitable scrubbing up facilities must be available.					

Principal's Comments	**Inspector's Comments**

Please initial each page

Commissioner of Oath		Principal	

Rule 25: **Mobile animal (veterinary) services for private practitioners**	**Principal Self-Evaluation**		**For Official Use - Inspector**		
	Please tick relevant box		**Please tick relevant box**		
	YES	**NO**	**YES**	**NO**	**CATEGORY A, B or C**
(1) These facilities and services must:-					
(a) be registered in the name of the principal of the physical veterinary facility registered with the Council and operate under the same name as the registered physical facility, except if the mobile animal services are rendered for the purposes of Compulsory Veterinary Community Services, in which case the facility must be registered in the name of the Director or Deputy Director, who is a veterinarian in public service in the relevant Province;					
(b) function as an integral part of the registered physical facility to visit clients, except if the mobile animal services are rendered for the purposes of Compulsory Veterinary Community Services;					
(c) be operated by personnel registered with the Council;					
(d) have access to the clinical records kept in terms of the Act and the Medicines Act at the registered physical address; and					
(e) comply with the requirements of adequate record keeping and back-up.					
(2) A service delivery vehicle must comply with the following structural and procedural requirements where applicable, the vehicle:-					
(a) must be suitable for use on roads and terrain as indicated;					
(b) have an acceptable standard of construction and appearance and be maintained in a clean and sanitary condition;					
(c) be constructed of materials that are impervious and that can be cleaned and disinfected;					
(d) carry a supply of water;					
(e) maintain secure storage of scheduled medicines in accordance with relevant legislation;					
(f) have a fridge or cold box with a minimum/maximum thermometer that can keep all pharmaceuticals at the correct temperatures as indicated;					
(g) have a source of light as applicable;					
(h) have a cold storage system that can maintain 5°C for the transport and storing of all biological products					
(i) have equipment for the disposal or collection of all waste including carcasses, if required;					
(j) have adequate equipment to ensure basic bio-security and to clean and disinfect overboots between farms;					
(k) carry an appropriate range of medicines, equipment and protective clothing, according to the type of service and species serviced, in a manner that is consistent with professional standards, while ensuring occupational safety;					

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(l) have access to a means of communication to contact the base facility; and					
(m) Have adequate equipment for:-					
(i) humane physical and chemical restraint as applicable to the species involved;					
(ii) adequate diagnostic equipment including sample collection equipment;					
(iii) adequate equipment for administration of medicine;					
(iv) post mortem equipment;					
(v) equipment necessary for obtaining and transporting of biological specimens for diagnostic or other purposes;					
(vi) surgical equipment, including at least one sterilised surgical pack and means of between-farm disinfection of equipment; and					
(vii) equipment to deal with emergencies, including a relevant obstetric kit, and means of humane euthanasia.					
(3) Mobile operating rooms must additionally comply with the following structural and procedural requirements where applicable:-					
(a) be constructed from strong resilient materials that can resist rough roads and severe weather conditions and must be able to be secured against theft;					
(b) the access/entrance to the theatre must be of such a nature that neither personnel nor animals are endangered;					
(c) the internal walls and floor surfaces, shelves and tables should be constructed of impervious materials that can be properly cleansed and disinfected so that hygienic conditions can be maintained;					
(d) have appropriate/adequate ventilation;					
(e) have an adequate light source;					
(f) carry a supply of water adequate for the operational needs of the facility if access to clean water is not available;					
(g) maintain secure storage of scheduled medicines in accordance with relevant legislation and manufacturer requirements;					
(h) have facilities to store medicines at recommended temperatures;					
(i) have facilities and equipment, or access thereto, for the hygienic disposal of soiled dressings, sharps, animal tissue and any other contaminated or unwholesome matter or objects to prevent the contamination of the facility or environment according to relevant legislation;					

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(j) carry an appropriate range of medicines, instruments and theatre clothing;					
(k) carry an adequate supply of medical oxygen, endotracheal tubes or ambubag to manage an emergency;					
(l) have suitable scrubbing facilities or access to such facilities;					
(m) the theatre must be of an adequate size and situated so that there is no thoroughfare;					
(n) have appropriate equipment, or access thereto, for the effective sterilization of surgical instruments;					
(o) have adequate storage for sterilized packs and employ acceptable techniques to indicate the effectiveness and expiry of sterilization;					
(p) must be operated by personnel registered with the South African Veterinary Council;					
(q) aseptic conditions must be maintained in the theatre;					
(r) comply with the requirements of Rules 23 & 24 if surgical procedures requiring general anaesthesia are performed; and					
(s) arrangements must be in place for appropriate post-operative care and monitoring, should an emergency or complications arise post- operatively.					

Principal's Comments	**Inspector's Comments**

Rule 6: **Records at Veterinary Facilities**	**Principal Self-Evaluation**		**For Official Use - Inspector**		
	Please tick relevant box		**Please tick relevant box**		
	YES	**NO**	**YES**	**NO**	**CATEGORY A, B or C**
(1) The attending veterinary professional **(must)** maintains records, including the records required in terms of the Medicines Act, for each animal or group of animals which are legible, accurate and permit prompt retrieval of information.					
(2) Records must contain the following information for individual animals as applicable: -					
(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) Records must contain the following information for production animals, including wildlife, if applicable:					

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 a period of five years from the patient's last visit, with the exception of ultrasound images where only the findings must be recorded.					
(5) Records must contain the following information for diagnostic laboratory work (if) applicable:					
a) date sample was collected, date received, date completed, and date of release of results;					
b) client information and geographical information;					
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 **seventy two (72) hours** 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.					

Principal's Comments	**Inspector's Comments**

Please initial each page

Commissioner of Oath		Principal	

DECLARATION AND SIGNATURE OF THE PRINCIPAL

I,		**With SAVC registration no**	
I,		**With SAVC registration no**	
I,		**With SAVC registration no**	
hereby declare under oath that I apply for the **registration** of a facility in terms of Regulation 2(1) of the Regulations relating to the registration of veterinary facilities, read with Rule 4(e)(vi), relating to the Practising of Veterinary Professions, as indicated in the relevant category, that the information contained in this application **true and correct.** I make this application in the full knowledge and acceptance of the minimum standards of facilities as contained in the rules relating to the practicing of a veterinary profession.			

If the facility has more than 1 principal, then all the principals must initial each page and co-sign the application form

Signature of the principal/s	**SAVC reg no**	**Date**
Signature of the principal/s	**SAVC reg no**	**Date**
Signature of the principal/s	**SAVC reg no**	**Date**

DECLARATION AND SIGNATURE OF THE PRINCIPAL

TO BE COMPLETED BY A COMMISSIONER OF OATHS:

THUS SIGNED AND SWORN TO BEFORE ME AT _____THIS _____DAY OF _____20_____,

THE DEPONENT HAVING ACKNOWLEDGED THAT HE/SHE* KNOWS AND UNDERSTANDS THE CONTENTS OF THIS AFFIDAVIT, THAT HE/SHE* HAS NO OBJECTION TO TAKING THE PRESCRIBED OATH AND THAT HE/SHE* CONSIDERS THE PRESCRIBED OATH/SOLEMN AFFIRMATION* TO BE BINDING ON HIS/HER* CONSCIENCE, AS REQUIRED BY GOVERNMENT GAZETTE NOS. R1258 OF 21 JULY 1972 AND R1648 OF 19 AUGUST 1977.

COMMISSIONER OF OATHS

FULL NAME AND SURNAME OF COMMISSIONER (in block letters _____

BUSINESS ADDRESS OF COMMISSIONER: _____

DESIGNATION: _____

AREA: _____