HOSPITAL STANDARDS AGREEMENT
for OFF-CAMPUS CLINICAL INSTRUCTION SITES

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 DEVTP receive a quality education that stresses acceptable medical standards. Each Clinical Instruction Site must agree to follow these standards in order to be approved. Still photographs of relevant work areas must also be submitted, if you are NOT an AAHA accredited facility. See the description at the end of this document for a full list of items that should be included in the still photographs.

Note: If your hospital or clinic is AAHA accredited, you need to send verification of your current accreditation status, in lieu of verification pictures. The entire OCCI packet must be completed and submitted for approval.

Please review the following list of standards:

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.
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.
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.
- 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 steam or gas sterilized.
- Sterile surgical packs must be used for each patient.
- 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.

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.
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 securely fastened to prevent falling or tipping.

- Compressed gas tank valves, regulators, lines, washers must be checked periodically for leakage.

- Mechanical 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, 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.

- Ventilation and heating systems and air conditioning and heating equipment must be installed in accordance with applicable codes and appropriate standards.

- 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 accordance to federal, state, local, and provincial regulations.
OCCI Verification Pictures

As a method of verifying your hospital’s facilities and equipment so that we can prove proper OCCI documentation to the AVMA, if you are NOT an AAHA accredited facility, please provide photographs of your practice and submit them along with this agreement. Still photographs are preferred; however, digital photographs will be accepted as email attachments directed to efb3460@dcccd.edu with multiple pictures on a page and the clinic identified. Due to problems with technical discrepancies between equipment and formats, we cannot accept DVD’s, videos, or other formats. The submissions should include all areas of the practice, including the exterior and all interior working areas in the practice. All submissions become the property of the DEVTP and will not be returned. (Practices that are AAHA accredited practices need not submit photographs and need only complete the lower portion of this form.)

Photo Checklist for OCCI sites:

Exterior: [ ] front [ ] back [ ] sign

Interior: [ ] exam rooms [ ] reception area [ ] waiting area [ ] desk [ ] surgical prep area [ ] surgery suite (include table and general view of the room) [ ] hospital treatment area [ ] autoclave/packs [ ] anesthesia monitoring equipment of two types [ ] anesthesia machine [ ] kennels, dog, cat and isolation [ ] radiology [ ] X-ray machine (portable or fixed) [ ] table [ ] darkroom/processing or digital unit [ ] protective equipment [ ] pharmacy and drugs on hand [ ] lab [ ] chemistry unit [ ] hematology unit [ ] microscope [ ] centrifuge

Large Animal only: [ ] equine stocks [ ] corral/chute [ ] twitches [ ] ropes [ ] snare [ ] nose tongs [ ] balling gun [ ] OB equipment [ ] speculums: [ ] Frick [ ] Bayer wedge [ ] spool type

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.

Non AAHA Accredited Facilities

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

Printed Name _____________________________ Signature _____________________________

Date _____________________________

Disclaimer: Completion of this document does not imply that a hospital is AAHA Accredited.

AAHA Accredited Facilities

Your hospital’s accreditation status with AAHA will be kept confidential.

[ ] My hospital is AAHA accredited. I am including a copy of the accreditation documentation.

Printed Name _____________________________ Signature _____________________________

Date _____________________________