



Wisconsin Department of Agriculture, Trade and Consumer Protection
Veterinary Examining Board Inspection Checklist

Inspector: Robert Van Lanen	CASE #:
Veterinary/Clinic Being Inspected:	Veterinarian/Vet Tech:
Address and Phone Number:	
Date of Inspection:	
Time of Inspection:	am / pm

NOTE: When presenting yourself, speak in private if possible about why you are there. Do not let pet owners hear about any investigation.

NOTE: If more room needed, add any additional information/notes on back page.

1. PRACTICE

1.1 Owner(s) of Practice	
1.2 Info about clinic; When started, bought, expanded, etc.	
1.3 Approx. number of clients: How many active? What do you consider an active client?	
1.4 Practice scope (circle one) General Practice, Specialty, Referral, Food Animal, Equine, Companion Animal, Emergency, Other (explain)?	

2. STAFF

2.1 Number of Staff:	Name:	Duties / Roles:	Time Employed
2.2 Professional Staff – Veterinary and Vet Techs			
2.3 General Staff -Office staff			
2.4 Previous Staff (Professional or General)			

2.5 Are staff present during procedures?	Name	Roles / Duties
2.6 Who assists with initial contact?		
2.7 Who assist with exam rooms?		
2.8 Who assists with surgery?		
2.9 Who assists with medical procedures?		
2.10 Who cleans area after procedures?		

3. CLINIC

3.1 Describe clinic / Description of layout: (get copy of fire map if available for map of building)	
Rooms: Entry, Office, Waiting Room, Records Room, Storage Room, Pharmacy, Operating Room(s), Exam Room(s), Grooming Room(s), Exercise Areas, Etc.	Conditions of Rooms: Clean, Sanitary, Organized, Types of Equipment in Rooms, Hazardous Materials Present, Sharps Properly Disposed of: How? Lighting in Rooms: Functional and Adequate?
Rooms	Describe Condition of Room
3.2	
3.3	
3.4	
3.5	
3.6	
3.7	
3.8	
3.9	
3.10	
VE 7.06(17)	Failure to keep the veterinary facility and all equipment, including mobile units, in a clean and sanitary condition while practicing as a veterinarian.

4. MOBILE / VEHICLE CLINIC (SMALL / LARGE ANIMALS)

4.1 Type of Vehicle? Truck, Trailer, Mobile Facility, etc.	Describe Vehicle:	
4.2 Scope of practice? Services provided?		
4.3 Is license displayed?	Yes:	No:
4.4 How are records maintained?		
4.5 How are controlled substance maintained/stored?		
4.6 Are record logs maintained for controlled Substances?		
4.7 How are supplies maintained/stored?		
4.8 Sterilization procedures for tools, equipment, tables, etc.		
4.9 Hot / Cold water available	Yes:	No:
4.10 Power source for diagnostic equipment		
4.11 Collection Tank/Storage for disposal of animal waste		
4.12 Floors, table tops, counter tops, etc. Clean/Disinfected		
VE 7.06(17)	Failure to keep the veterinary facility and all equipment, including mobile units, in a clean and sanitary condition while practicing as a veterinarian.	

5. CONTROLLED / UNCONTROLLED MEDICATIONS

5.1 How are Controlled Substances stored? Is it locked?			
5.2 Who has access to controlled substances?			
5.3 List each controlled substance			
Name:	Expiration Date:	Name:	Expiration Date:
		Use additional sheet if necessary	
5.4 Do you have an inventory log book for each controlled substance, or just one log book for all?			
5.5 Do you have records of controlled substances purchased?			
5.6 Get copies or photo of controlled substance log			

5.6 How do you monitor usage of controlled substances?	
5.7 Does log usage match patient's medical record?	
Patient Record	Does it match Controlled Substance Log Book
	Yes No
	Yes No
	Yes No
	Yes No
	Yes No
Statutes	
21 CFR 1301.75(b)	Controlled substances listed in Schedules II, III, IV and V shall be stored in a securely locked, substantially constructed cabinet.
21 CFR 1301.12(a)	A separate registration is required for each principal place of business or professional practice at one general physical location where controlled substances are manufactured, distributed, imported, exported, or dispensed by a person.
21 U.S. Code § 822(e)(1)	A separate registration shall be required at each principal place of business or professional practice where the applicant manufactures, distributes, or dispenses controlled substances or list I chemicals
21 U.S. Code § 822(e)(2)	Notwithstanding paragraph (1), a registrant who is a veterinarian shall not be required to have a separate registration in order to transport and dispense controlled substances in the usual course of veterinary practice at a site other than the registrant's registered principal place of business or professional practice, so long as the site of transporting and dispensing is located in a State where the veterinarian is licensed to practice veterinary medicine and is not a principal place of business or professional practice.

6. SANITATION / INFECTION CONTROL

6.1 How are tools cleaned and sanitized?	
6.2 What is the sterilization process?	
6.3 How is equipment cleaned and sanitized	
6.4 What equipment require sterilization	
6.5 Do you have an Autoclave, Ultrasonic device, other cleaning devices?	
6.6 Where are your hand washing area(s)? Is there a surgical hand washing area? Yes	NO
Wash area 1	Location:
Wash area 2	Location:
Wash area 3	Location:
6.7 What is the process for hand washing?	
6.8 What kind of soap/cleaning agent do you use?	

7. SURGICAL PROCEDURES

7.1 Explain the steps of surgery	
Prep	
Through surgery	
Clean up and sterilization	
7.2 When are gloves worn? For what types of procedures, Internal or external?	
7.3 What types of gloves are worn? Latex, sterile gloves, etc.?	

8. ANESTHESIA

8.1 What anesthesia regime do you use?	
Pre-med administration – What do you use?	
Did you use IV catheter? What types of procedures do you use catheters for?	
Anesthesia administration – With what and how do you use?	
When is local anesthesia used? For what types of procedures?	
8.2 How are patients vitals monitored during surgery?	
8.3 How are patients' restraint?	
8.4 What types of restraints do you use?	
8.5 What restraint techniques do you use?	
8.6 How long are animals monitored after surgery?	
8.7 What post-surgical medications are sent with patients? Which kinds for canines, cats, etc.?	
8.8 What post-operative information do you give to owners?	

9. EUTHANASIA

9.1 Who do you perform euthanasia for? Active clients, outside clients, etc.?	
9.2 How do you perform? IV, pre-meds, intracardiac (I.C.) injections?	
9.3 How often do you perform euthanasia?	
9.5 What are the sanitary methods for disposal of deceased animal patients?	

9.6 Do you maintain the name of the disposal service on file?	Name of disposal service
9.7 Where the client of the deceased animal has not given authorization to dispose of his/her animal, how long is the carcass retained in a freezer? Then what happens after a period of time?	

10. BOARDING

10.1 Do you have boarding?	Yes	No
10.2 Who do you board for? Clients, call-ins, etc.?		
10.3 Are there any animals being boarded now?		
10.4 Conditions of animals being boarded?		
10.5 If animals boarded, are they fed / watered?	Yes	No
If animals are not fed / watered, why not?		
10.6 How often are animals fed / watered?		
10.7 If cats, how often is litter changed?		
What type of litter is used?		
Do you use a different type of litter for cats with open wounds?		
10.8 What kind of kennels do you have for boarding?		
10.9 How often are boarding kennels cleaned?		
10.10 Do animals have an open area to play?		
If inside, what is the condition?		
If outside, what is the condition?		
10.10 When and how often are animals checked on?		
During the day?		
During the night?		
During the weekend?		
10.11 Weekend boarding		
Who cares for the animals?		
Who gives medications?		
What happens if hospitalization is required?		
10.12 Condition of boarding room, play area, etc.? Is it well lit, clean, any smell, type of flooring, hose and drainage system, etc.?		

11. RECORDS?

11.1 Get complete records of investigation. Documents from physical exam, documentation of route of administered fluids, complete diagnostic methods to include radiograph, complete blood count or chemistry panel, prescriptions written, treatments, treatment options, etc.		
11.2 Copies of digital x-rays?	Yes	No
11.3 How long do you keep records? What type of records? Paper, electronic, etc.		
11.4 Ask for copies of Continuing Education (CE) records for Veterinarian if not already provided.	Yes	No
11.5 Ask for copies of CE records for Veterinary Technician if not already provided.	Yes	No
11.6 Is a copy of the Veterinary license displayed?	Yes	No
11.7 Is a copy of the Veterinary Technician license displayed?	Yes	No
11.8 Request copy of DEA certificate of registration number. Where is it registered (address)?		
VE 7.03 Records	(1) A veterinarian shall maintain individual patient records on every patient...	
VE 7.05 Display of license - Veterinarian (VE 9.04 Display of license – Veterinary technician)	Each veterinarian shall display a current license in a manner conspicuous to the public view, and shall at all times have evidence of licensure available for inspection when practicing at a remote location.	
VE 10.02 Continuing education – Veterinarian (VE 10.02 (2) CE for Veterinary technician (15 hrs.))	(1) (a) Except as provided in subs. (3) and (4), a veterinarian shall complete at least 30 hours of continuing education pertinent to veterinary medicine in each biennial renewal period.	

12. STAFF REPORTS

12.1 Does staff member(s) have any concerns with the DVM? If so, please explain.	
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13. DVM SIDE OF COMPLAINT (including any DVM attempts at resolution)

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14. FOLLOW UP QUESTION IF APPLICABLE

14.1 Ask DVM if they have any questions for us?
14.2 Provide business card in case of follow-up questions.
14.3 Reiterate if there are any items that may require follow-up, i.e. Submitting CE records, patient records, etc.

NOTE: Time Departed:

ADDITIONAL NOTES