

## RESPONSIBILITIES OF A VETERINARY HOSPITAL SUPERINTENDENT

These guidelines have been developed by the Veterinary Practitioners Board of New South Wales to assist practitioners in understanding what the Board expects of nominated practice Superintendents.

Section 68 of the Veterinary Practice Act 2003 requires a Superintendent to be nominated and to notify to the Board before the person assumes the responsibilities of the Superintendent. The Superintendent must be a registered Veterinary Practitioner in NSW.

### **The responsibilities include ensuring that;**

1. Veterinary Practitioners employed by the practice are registered in New South Wales.
2. The practice is attended by the Superintendent at least once per week.
3. A replacement superintendent is nominated when leave is taken from the practice for more than one week. Permanent nominations need to notify the Board so that records are amended - Appointment of Superintendent form is available from the Board's website at [www.vpb.nsw.gov.au](http://www.vpb.nsw.gov.au).
4. Sufficient competent staff are working when elective surgery is being performed.
5. The practice has procedures to ensure that informed consent has been given by the person responsible for the care of the animal regarding any proposed treatment, test or procedure.
6. The practice has procedures to ensure that an estimate of cost is provided to the person responsible for the care of the animal for any proposed treatment, test or procedure whilst the animal is the care of the practitioner.
7. The practice has procedures to enable accurate record keeping of consultations, treatments, tests or procedures and the records are stored in a way that enables easy retrieval for at least 3 years. Recording of consultations, treatments, tests and procedures must be recorded as soon as practicable after the event.
8. The hospital is equipped with the instruments necessary to perform clinical diagnosis, treatments and surgery to a current acceptable professional standard and these instruments are maintained.
9. Veterinary Practitioners working at the practice are aware of the Veterinary Practitioners Code of Professional Conduct. The Code is available under publications on the Board's website.

10. Animals suffering from a suspected contagious disease are isolated from other patients and that all measures are taken to ensure that the disease does not spread.
11. Animals admitted to the hospital are identified, examined and treated as required and that this examination is recorded.
12. The hospital has the Board's sign displayed in a prominent position and that the hospital adheres to the licence requirements.
13. The hospital has appropriate levels of drug security, especially S8 drugs and that drugs used are dispensed, recorded and disposed of, as required by law.
14. Lay staff employed at the practice understand the importance of client to veterinarian communication. Lay staff should always communicate with the veterinarian if they are not able to answer enquiries from clients.
15. The hospital does not refuse to provide relief of pain or suffering to an animal that is in the presence of a Practitioner. Relief of pain means; a) first aid treatment, b) timely referral to another Veterinary Practitioner, or c) euthanasia.
16. The hospital must, when accepting animals for diagnosis or treatment; a) ensure that a Veterinary Practitioner is available for the on going care of those animals, or b) if the hospital Practitioner is not available, have arrangements with another Veterinary Practitioner to take over the care of those animals.