



Murray State College Veterinary Nursing Program- Distance Learning Clinical Site Requirements Information

We care about the clinical setting our students will be professionally exposed to. Therefore, off-campus clinical instruction sites (OCCIs) for the Murray State College Veterinary Nursing Program must meet certain standards. Each facility must sign an agreement to follow and maintain these standards for approval. Below you will find a list and descriptions of what our minimum standards entail.

Student Requirements:

- Professional attire should be worn: Murray State College Veterinary Nursing requires our distance learning students to wear the scrub color “Royal Blue” with program patch on left shoulder to represent our program.
- Name badge indicating the students name, student title, and affiliation with Murray State College Veterinary Nursing.

Examination Rooms, Treatment Areas, Animal Housing, Surgery Suites, and Laboratories (Overall Clinic):

- Clean, organized and well kept
- Eye wash stations are present in all areas where chemicals are being used including lab area and kennel areas.
- Spaces allow for staff and animals to move freely
- Free of clutter
- Free of hazards including but not limited to chipped tiles, water damage, leaks, low hanging wires, and trip hazards
- SDS books are present and accessible
- Have lighting that is adequate for safe work and learning
- Have floors, counters, shelves, and other surfaces that are in good repair, impervious to fluids, and easily cleaned/disinfected.

Medical Records:

- There must be a legible and established system of medical record keeping.
- Clearly state dates, presenting complaint, patient history, physical examination notes, and treatment plan.
- Patients must be correctly and properly identified with their name (ID number), date of birth, species, breed, color, sex, and applicable markings.
- Clients must be correctly and accurately identified with their name, address, and phone number.
- Accurate record of medical and surgical treatment reflecting all performed procedures in chronological order.
- Controlled substance log in compliance with the residing states current veterinary medical practice act.
- Medication administered, dispensed, or prescribed must be recorded including the directions for use, quantity, and number of refills.



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Examination Rooms:

- Appropriate examination facilities to provide students an area to demonstrate required tasks.
- Adequately stocked examination rooms including but not limited to: cleaning materials, disinfectant, disposable towels, waste basket, and sharps container.
- A functional sink for hand-washing between and after each patient (if not directly in exam room, must be in a spot of convenience).
- Sufficient lighting in work areas.

Pharmacy:

- Appropriate controlled drug storage cabinet in compliance with the residing states current veterinary medical practice act.
- Controlled substance stored in appropriate locking cabinet.
- Retained documents detailing the full statute of limitations as established per federal, state, or provincial regulations.
- Sufficient supply of drugs and medical supplies readily available.
- Expired drugs must be returned or properly disposed of in accordance with per federal, state, or provincial regulations.
- Medication labels must contain the following:
 1. Label must be permanently affixed to the container
 2. Expiration date if applicable
 3. Warning labels if applicable
- Medication labels must record the following:
 1. Client's name
 2. Patient's name
 3. Date
 4. Name of drug
 5. Directions for use including route of administration
 6. Quantity dispensed
 7. Veterinary clinic's name, address, and phone number (with area code)
 8. Name of the prescribing veterinarian
- Drugs must only be dispensed or administered under the order of a licensed veterinarian.
- Hazardous medications be handled in accordance with federal, state, or provincial regulations.
- Dispensed or repackaged medications must be in approved, child-resistant containers. The only exception is if it is otherwise requested by the client or if the drug is in a form that exempts it from being dispensed in such a container.
- The container cannot 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 must provide the necessary information on drugs, chemicals, and biologics in use within the hospital or dispensed for use by the client.



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- Emergency drug information and the phone number to the nearest poison control center must be readily available for reference.

Laboratory:

- Specimens must be properly identified and labeled if possible.
- A detailed report/record should be kept for each necropsy procedure.
- Ample space for performance of required tasks and storage for laboratory equipment.
- Impervious and stain-resistant countertops.
- Sufficient lighting in work areas.
- Exclusion of food and beverage in laboratory work area and in laboratory refrigerator.
- Evidence of appropriate inspection, maintenance, and quality control measures for the microscope and laboratory analyzers.

Diagnostic Imaging:

- Radiographic equipment can only be operated by persons aware of the related hazards to themselves, assisting personnel, patients, and nearby people in order to reduce the potential hazards to a minimum acceptable standard.
- Radiation safety material must be readily available to all staff.
- Radiation safety program documentation must be on file.
- Radiation safety procedures must be following all federal, state, provincial, and/or local regulations.
- Dosimeter badges and exposure monitoring should be provided for all personnel that will be working with the X-Ray unit.
- Proper placement of dosimeter badge is necessary when operating the X-Ray unit.
- Dosimetry results must be maintained indefinitely and readily available. In addition, results must be communicated to staff.
- Machines should be regularly inspected in accordance with federal, state, or provincial regulations and results be posted.
- Patient images must have proper identification, radio-opaque character's showing right and left sides, permanent identification, and be filed for easy retrieval.
- Loaded cassettes and film, if applicable, should be stored in a manner that prevents unintended exposure.
- Personal protective equipment (PPE) is required for personnel while in the room during exposure. This includes but is not limited to a lead gown and thyroid shield.
- Proper safelight(s) with lamps of correct wattage should be mounted at the recommended distance from the work areas if applicable.

Anesthesiology:

- All anesthetic procedures must include an examination prior to anesthesia.



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- Respiratory monitoring methods must be utilized in some form.
- In cases where endotracheal tubes are utilized they should remain in place until appropriate reflexes have become present during recovery.
- All equipment needed for the administration and use of local and general anesthesia must have ample availability and be in good functional standing.
- Methods of assisted ventilation should be easily available.
- The facility must have a dedicated area or room for general anesthetic procedures.
- The facility should have an area separate from the operating room for recovery. This area should be a place where the patient can be easily and closely monitored until appropriate reflexes have returned.
- Waste anesthetic gas systems, ventilation and heating systems, and air conditioning and heating equipment must be installed in accordance with applicable codes and appropriate standards and maintained according to federal, state, local, and provincial regulations.
- There must be evidence of regular maintenance of the anesthetic machine.

Dentistry:

- Those that are operating dental equipment must wear masks, eye protection, gloves, or any other PPE to prevent nosocomial infection.
- A licensed veterinarian is the only person who can make the decision to extract teeth.
- The facility should have an area set aside for dental prophylaxis.
- An endotracheal tube must be placed when applicable prior to any dental procedure.

Surgery:

- All surgery rooms at OCCI sites must imitate contemporary veterinary standards.
- Should be free of extraneous materials- no openly stored items.
- The operating room should be a separate, single-purpose room used for aseptic procedures.
 - Should be protected from excess personnel traffic and contamination.
- The ability to sterilize or appropriately disinfect any equipment and supplies within the surgery room.
- Surgery must only be performed by a licensed veterinarian.
- Sterile attire such as gowns, gloves, caps, and masks must be worn by the surgeon and surgical assistant.
- All staff in the operating room/surgical suite should wear a surgical cap and mask when a sterile field exists.
- All scalp and facial hair should be totally covered by the cap and mask.
- Surgical procedures must be done using properly sterilized instruments, gowns, towels, drapes, and gloves. Clean caps and masks must be worn.
- Regular maintenance on autoclaves and other sterilizing equipment must be maintained.



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- Surgical packs must be steamed or gas sterilized and include a sterility indicator on the exterior surface.
- Only sterile packs should be used for surgical procedures.
- When large animal surgical packs are sterilized, a monitor should verify that the appropriate temperature and time reached the center of the pack.
- All surgical materials set to be sterilized must be properly wrapped. This includes:
 - Drapes
 - Laparotomy sheets
 - Towels
 - Gauze
 - Sponges
 - Suture materials
 - Gowns
- Surgical packs must be dated and initialed by who packed them.
- If the pack was not used within 30 days then it must be re-sterilized.
- Single-use sterile surgical gloves must be used.
- Cold sterilization chemicals should be changed in accordance with the manufacturer's recommendations.
- Cold sterilization must be limited to those instruments used in minor surgical procedures or when steam-sterilization is not an option.
- There must be a preoperative prep room aside from the operating room.
- The operating room must be well lit with smooth impervious floors, walls, and countertops.
- Any laser equipment must be stored and maintained according to federal, state, local, and provincial regulations. In addition, all protective gear must be worn when laser equipment is in use according to the manufacturer's instructions and maintained according to federal, state, local, and provincial regulations.

Nursing Care:

- Encompass diagnostic, pre-surgical, surgical, recovery procedures, and custodial care.
- All nursing care should be provided under the supervision of a veterinarian.
- One staff member should be assigned responsibility for proper observation of each anesthetized patient.
- All patients must be correctly and properly identified during their stay.
- Each administered medication must be entered on the patient's medical record, showing the date, the name of the drug, type, dose, route of administration, and frequency of administration.
- The humane care of animals must be upheld by the practice staff.
- The facility must aid in the prevention of animal abuse and neglect of patients.
- All animals must be individually housed unless otherwise requested or indicated and approved by a licensed veterinarian.



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- PPE must be worn when performing any form of therapeutic bathing or dipping on patients.
- Nursing staff must be educated and familiar with the proper handling and disposing of all waste materials, cleaning, and disinfection of all kennels, compartments, exercise areas, and runs.

Housekeeping and Maintenance:

- Facility and staff should exhibit professionalism and reflect contemporary veterinary medicine.
- All cleaning supplies must be used according to manufacturer guidelines and in compliance with federal, state, local, and provincial regulations.
- Linens should be stored in a way that prevents cross-contamination with airborne sources.
- Contaminated linens must be handled in a way that prevents cross-contamination to other areas of the hospital.
- Drains and faucets should be inspected on a regular basis to ensure proper function.
- Tanks that contained compressed gasses must be stored and securely fastened according to federal, state, and local/provincial regulations. In addition, tanks and tank accessories must be checked regularly for leakage.
- Mechanical and electrical systems throughout the hospital should be maintained.
- 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, blood-borne pathogens, needles, syringes, and blades, must be disposed of according to federal, state, local, and provincial regulations.
- Safety precautions must be used for disposing of animal carcasses and tissue specimens; Disposal must be according to federal, state, local, and provincial regulations.
- Deceased animals not disposed of within 24 hours should 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.
- All immediate grounds surrounding an animal hospital should always be neat, attractive, and in a safe condition.
- Trash items and fecal material from animals should be picked up from lawns, sidewalks, and parking areas daily.
- The hospital must be equipped to operate under safe and sanitary conditions.
- The ventilation system should ensure a controlled and regularly filtered air supply in critical areas, such as surgical suites, preparation areas, special care units, and ward areas.
- Water must be safe for use by employees, patients, and clients in accordance with federal, state, local, and provincial regulations.

OSHA:

- Adherence to all OSHA safety regulations must be maintained, and documentation of inspections (self and external) should be readily available.
- An appropriate eyewash station must be available, clearly marked, and maintained.



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- Fire protection/policies and procedures should be inspected yearly, and documentation should be readily available.
- Flammable and combustible materials must be stored and secured according to federal, state, local, and provincial regulations.
- All Material Safety Data Sheets must be strategically placed throughout the facility and available upon request.
- All secondary containers must be labeled appropriately according to federal, state, local, and provincial regulations.
- All OSHA ergonomic and noise regulations must be adhered to.
- Impervious containers for needles and other sharps must be readily available and disposed of according to federal, state, local, and provincial regulations.
- Educational information and warnings must be available to all staff concerning safety and reporting of non-compliance.
- If utilized, all chemical hoods and ethylene oxide exhaust ventilation must be installed and maintained according to federal, state, local, and provincial regulations.