State of Nevada Board of Veterinary Medical Examiners
4600 Kietzke Lane, Bldg. O, #265, Reno, NV 89502
(775) 688-1788 phone / (775) 688-1808 fax
Email: mail@vetboard.nv.gov Website: nvvetboard.nv.gov

Application for Registration of a Veterinary Facility

(Cash is not accepted and all fees are non-refundable)

☐ Owned by a licensed veterinarian
- ◯ July 1, Even Year-June 30, Odd Year: $287.50
- ◯ July 1, Odd Year-June 30, Even Year: $575

☐ Not owned by a licensed veterinarian
- ◯ July 1, Even Year-June 30, Odd Year: $420
- ◯ July 1, Odd Year-June 30, Even Year: $840

☐ Non-Profit**
- ◯ July 1, Even Year-June 30, Odd Year: $100
- ◯ July 1, Odd Year-June 30, Even Year: $200

TYPE OF OWNERSHIP

Sole Prop.:_____Partnership:_____Corp.:_____LLC:_____Other: _____

TYPE OF PRACTICE

Full-Service Vet Clinic: 24hr Emergency Clinic: Spay/Neuter Clinic: Specialty Clinic:_____

HOURS OF OPERATION

Mon-Fri:	AM	PM	**Sat:**	AM	PM	**Sun:**	AM	PM	**Holidays:**	AM	PM
	____	____		____			____	____		____	____

_____
Anticipated Opening Date of Facility Name of Facility

_____ _____
Facility Address City State Zip

_____ _____ _____
Telephone Number Fax Number E-Mail

Contact information for owner of facility if not a Licensed Veterinarian:

Name: _____

Address: _____

Phone:_____Email_____

Nevada Business License: NRS 353C requires all licensing boards to provide the following information to the State Controller's office:

☐ I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the Provisions of Chapter NRS 76. My **Nevada business license number is:**_____

☐ I do NOT have a Nevada business license number.

☐ I have applied for a Nevada business license with the Nevada Secretary of State upon compliance with the provisions of NRS chapter 76 and my application is pending.

Select your application fee based on the date of submission of your application
****Submit proof of non-profit status with application***

OWNERSHIP AS A PARTNERSHIP

If **PARTNERSHIP,** list names of all partners, percent interest, title & veterinary license number.

Name	*% Interest*	*Title*	*License Number*

OWNERSHIP AS A CORPORATION

(If **CORPORATION**, give exact name)

_____ _____ _____

Name of Corporation Date Incorporated State

If corporation, list names, titles (Pres., V.P., etc.) and veterinary license number, if applicable:

Name	*% Interest*	*Title*	*License Number*

Employed Licensed Veterinarians/Licensed Veterinary Technicians/Veterinary Technicians-in-Training:

_____ _____

Veterinarian in Charge **License**

Name	License Type (DVM, LVT, VTIT)	License Number

STATEMENT OF RESPONSIBILITY

I,_____(Print Name) veterinarian in charge of_____ hereby acknowledge and understand that I as the veterinarian in charge of said facility may be responsible for any violations of the Nevada Veterinary Practice Act (NRS/NAC 638) that may occur in said facility.

- I further acknowledge and understand that I may be named in any action taken by the Nevada State Board of Veterinary Medical Examiners against this facility.
- I further acknowledge and understand that the veterinarian in charge cannot require or permit the veterinarian(s) in said facility to violate any provision of any local, state, or federal laws or regulations pertaining to the practice of veterinary medicine or operation of a facility in Nevada.
- I further acknowledge and understand that upon the change of the veterinarian in charge of the facility, a self-inspection of the facility shall be performed jointly by the departing veterinarian in charge and the new veterinarian in charge.

Date: _____ Signature of Veterinarian in Charge: _____

State of Nevada Board of Veterinary Medical Examiners
Hospital Inspection Checklist

Facility	
Date of inspection	
Inspected by	

I:GENERAL	Yes	No	Date Corrected
Are all licenses including your associate's licenses, LVT, VTIT and your facility license displayed in a conspicuous manner within the facility?			
II:MEDICAL RECORDS **NAC 638.0475**			
(a) Are medical records, including radiographs and all supporting documentation maintained in this state for at least 4 years?			
(b) Are medical records being released to an owner within 48 hours of receiving the request?			
Does the written record contain the following information, in legible form:			
(c) Name, address and telephone number of the animal's owner?			
(d) Name or identifying number, or both, of the animal?			
(e) Age, sex, breed, and weight of animal?			
(f) Dates of care, custody or treatment of the animal?			
(g) A short history of the animal's condition as it pertains to the animal's medical status?			
(h) The results of and notations from an examination of the animal, including, without limitation, the temperature, pulse and respiration rate of the animal, and laboratory data pertaining to the animal?			
(i) Diagnosis or condition at the beginning of custody of the animal, including, without limitation, results of tests?			
(j) The immunization record of the animal?			
(k) All clinical information pertaining to the animal, including, without limitation, sufficient information to justify the diagnosis or determination of the medical status of the animal and to warrant any treatment recommended for or administered to the animal?			
(l) Do the notes taken during surgery must include the following:			
(m)The name and quantity of any drug administered for anesthesia and preanesthesia and the route of administration?			
(n) The procedure performed?			
(o) The times at which the surgery begins and ends?			
(p) If the surgery is performed in a veterinary facility using general anesthesia: 1) The vital signs of the animal at the beginning and end of the surgery that are appropriate to the species and condition of the animal at the time of surgery, including, without limitation, the temperature, pulse, heart rate, respiration, blood pressure, capillary refill time and oxygen levels of the animal; and			
(q) The vital signs of the animal recorded at least every 5 minutes during the surgery, including, without limitation, the pulse, heart rate and respiration of the animal?			
(r) Any medication and treatment administered, including, without limitation, amount and frequency?			
(s) Progress and disposition of the case?			
(t) The name of each person who is not an employee of the veterinarian who provided professional advice or performed treatments, examinations or other services pertaining to the animal?			
(u) Do computer records relating to the administration, prescribing or dispensing of a prescription drug contain the initials of the person who administered, prescribed or dispensed the prescription drug? The initials of the person who administered, prescribed or dispensed the prescription drug may be manually entered into the computer record or automatically generated by the computer.			

III:RADIOGRAPHS NAC 638.0475	Yes	No	Date Corrected
(a) Is each radiograph other than intraoral dental radiographs labeled in the emulsion (image) film as follows:			
(b) The name of the veterinarian or facility that took the radiograph?			
(c) The name or identifying number, or both, of the animal?			
(d) The name of the animal's owner?			
(e) The date on which the radiograph was taken?			
(f) The anatomical orientation depicted by the radiograph?			
(g) For each intraoral dental radiograph or other diagnostic image, the medical record must include (a-e) above either in a hard copy of the written medical record or in a computer file?			
(h) Are medical records being released to an owner within 48 hours of receiving the request?			
(i) Are radiographs or other diagnostic images being released within 48 hours after the request is made to another veterinarian who has the authorization of the owner of the owner?			
IV:MEDICAL RECORDS-SECURITY NAC 638.0475			
(a) Is the security of the computer records including digital radiographs securely maintained, backed-up daily and cumulatively backed-up monthly using technology designed to store data permanently?			
(b) Are they either inalterable or clearly indicate when they have been altered and the manner in which they have been altered?			
(c) Is any information related to the physical examination automatically generated by the computer? (defaults)			
V:ANIMALS UNDER GENERAL ANESTHESIA NAC 638.710			
(a) Has the animal been given a physical examination by a veterinarian not more than 12 hours before the anesthetic is administered?			
(b) Does the physical examination include, without limitation, an examination and written notation of temperature, pulse, respiration, the color of mucous membranes, and the thoracic auscultation?			
(c) Is the animal under continuous observation while it is under general anesthesia until the swallowing reflex of the animal has returned?			
(d) Is the animal released after it has been examined by a veterinarian and it is ambulating? (This paragraph must not be construed to prohibit the direct transfer of an animal under general anesthesia to an appropriate facility for observation.)			
(e) Is the following equipment available in the veterinary facility and in working order at all times:			
(f) An anesthetic machine with breathing bags appropriate to the size of the animal under general anesthesia?			
(g) An assortment of cuffed endotracheal tubes?			
(h) An oxygen delivery system?			
(i) If it is appropriate for the species of animal when the swallowing reflex is impaired, is intubation with an inspired oxygen concentration being used?			
(j) Is there adequate surgical support, including, without limitation, an catheter, fluids and monitoring, as indicated by the status of the animal and the standard of care required of a licensed veterinarian under the circumstances?			
(k) Which of the following methods of monitoring respiration is being used: (1) Observing the chest movement of the animal (2) watching the rebreathing bag. or (3) using a respirometer? Circle all			
(l) Which of the following methods of monitoring cardiac activity are being used: A stethoscope, an electrocardiographic monitor, or a doppler, or a pulse oximeter? Circle all			
(m) Does the record contain a written history that is maintained by the veterinarian for each animal put under general anesthesia. Does the record contain the name or identification number of the animal?			
(n) Does the record contain the medical history of the animal that is relevant to the administration of general anesthesia, which must include, without limitation, a description of any preexisting medical conditions and tests performed on the animal before surgery?			
(o) Does the record contain a description of the general anesthesia used at the time of surgery and the method of monitoring respiration and cardiac function?			

VI: DISPENSING PRESCRIPTION DRUGS & CONTROLLED SUBSTANCES NAC 638.	Yes	No	Date Corrected
(a) Does the facility at which controlled substances are possessed, administered, prescribed or dispensed have one or more veterinarians who practice at that veterinary facility registered with the DEA and the State Board of Pharmacy? Are the certificates of registration with each agency available for inspection at the veterinary facility?			
(b) Are the controlled substances for administration or dispensing secured in a locked container that is affixed to the structure and located within a locked room or located within a second locked container which is affixed to the structure?			
(c) Does only a veterinarian or a veterinary technician designated by the veterinarian have the keys or combination to unlock the two separate locks at the start of a business day or beginning of a shift, if the veterinary facility has veterinarians on successive shifts?			
(d) Is there restrictive access to the controlled substances to veterinarians or veterinary technicians only?			
(e) Does each veterinarian or veterinary technician who accesses the secure container which stores controlled substances record in a log the name of the veterinarian or veterinary technician who accessed the secure container and the date that he or she accessed the secure container and the name, strength and quantity of the controlled substance removed from or placed into the secure container and the total amount of all quantities of that particular controlled substance remaining inside the secure container?			
(f) Does the veterinarian who intends to destroy an unused portion of a controlled substance record in a log the name and quantity of the controlled substance that will be destroyed and the date and time that the controlled substance was destroyed? An entry made pursuant to this paragraph must be verified by an employee of the veterinary facility. (DEA form #41)			
(g) Do the purchasing, storage, disposal, and recordkeeping of controlled substances comply with all applicable state and federal laws?			
(h) Are all records, forms, and logs maintained for at least 4 years?			
(i) Are separate files maintained for the records of the purchase of each controlled substance listed in schedule II of controlled substances in NAC 453.520 and records of the dispensing of each controlled substance listed in schedule II of controlled substances in NAC 453.520?			
(j) Are controlled substances purchased by a veterinarian or with the knowledge of a veterinarian and are all controlled substances received by the veterinary facility verified by a veterinarian or with the knowledge of a veterinarian?			
(k) Do only veterinarians, veterinary technicians, veterinary technicians in training, or veterinary assistants prepare the prescription drugs, non-controlled, for dispensing?			
(l) Are prescription drugs which are new for an animal only dispensed when a veterinarian or veterinary technician is at the veterinary facility or is otherwise available at the time the prescription drug is dispensed?			
(m) Is the following notation made in the medical record of the animal : (1) The name, strength and quantity of the prescription drug; (2) The date the prescription drug was prescribed and dispensed; (3) The directions for use; (4) The name, signature or initials of the veterinarian who prescribed the prescription drug;; (5) The name, signature or initials of the veterinarian, veterinary technician, veterinary technician in training, or veterinary assistant who prepared the prescription drug for dispensing; or (6) The name, signature or initials of the veterinarian or veterinary technician who verified the prescription drug before the prescription drug was dispensed?			
(n) Is each vial or container which contains a prescription drug, including a controlled substance have affixed to the vial or container a label that contains: (1) The name or unique identifier of the animal and the name of the owner of the animal for which the prescription drug is prescribed; (2) The name, strength and quantity of the prescription drug; (3) The date the prescription drug was dispensed; (4) The name of the veterinarian who prescribed the prescription drug; (5) The expiration date of the prescription drug; (6) **A unique number identifying the prescription drug dispensed**; and (7) The directions for use?			

VII:ASEPTIC AND CLEAN SURGERY NAC 638.715 &638.720	Yes	No	Date Corrected
(a) "Aseptic surgery" means surgery performed under sterilized conditions to prevent the introduction of infectious microorganisms. Does the veterinary facility provide aseptic surgical services?			
(b) Is there a room separate and distinct from all other rooms, for aseptic surgical procedures?			
(c) Does each member of the surgical team wear the appropriate sanitary cap and sanitary mask?			
(d) Are all instruments used to perform surgery sterilized for each procedure?			
(e) Does each member of the surgical team who will be handling an instrument or touching the surgical site wear a sterilized surgical gown and sterilized gloves?			
"Clean surgery" means a surgical procedure which does not warrant the use of aseptic surgical procedures and which is conducted in a manner that is consistent with the prevailing standards of acceptable veterinary medical practice.			
(f) When performing clean surgery are all instruments sterilized for each procedure?			
(g) Does each member of the surgical team who will be handling an instrument or touching the surgical site wear clean attire and gloves?			
VIII:FACILITIES-Sanitation, Equipment, Exam Rooms **NAC 638.061; 638.0615; 638.062; 638.0625; 638.063; 638.725**			
(a) Except for large animal facilities. is there an examination room separate from the reception room or office?			
(b) Is there an examination room with sufficient size to accommodate the doctor, asst., animal, and client?			
In the facility where animals are retained for treatment or hospitalization, are the following provided:			
(c) Are separate compartments for each animal, maintained in a sanitary manner so as to assure comfort?			
(d) Is there effective separation of animals with contagious and non-contagious diseases?			
(e) Are there exercise runs for animals, except cats, which provide effective separation of the animals from their waste?			
(f) Are exercise areas cleaned daily?			
(g) Is there adequate indoor lighting in halls, wards, reception areas, exam rooms & surgery rooms?			
Does the facility have a safe and sanitary environment that:			
(h) Protects the health of the animals and avoids the transmission of infection?			
(i) Includes the proper routine disposal of waste materials and proper sterilization or sanitation of all equipment used in diagnosis, treatment, or surgery?			
(j) Meets the requirements of local and state fire prevention codes? (Extinguishers;evacuation plan, etc.)			
(k) Ensures the maintenance of a proper temperature and ventilation for the comfort of all animals?			
(l) Includes sanitary methods for the disposal of deceased animals?			
(m) Includes a freezer to be used when an owner has not given permission for the disposal of a carcass?			
(n) Has the capacity to perform an adequate diagnostic radiological series, in the facility or through another commercial facility?			
(o) Has radiological procedures that are in accordance with standards for the protection of public health? (Valid State Radiological Permit posted)			
(p) Has laboratories and pharmaceutical facilities available in the facility or through another commercial facility?			
(q) Are hypodermic devices being disposed of by placing the device directly into a rigid, labeled, leak proof, puncture-resistant container and the device is not to be purposely bent or broken by hand or recapped?			
(r) Are there surgical packs including drapes, sponges and proper instrumentation? All appropriate equipment is sterilized, and surgical packs are properly prepared for sterilization by heat or gas which is sufficient to kill bacterial spores for each sterile surgical procedure? Separate sterile surgical packs which are dated (day; month; year) and have proof of internal and external sterilization is being used for each sterile procedure? Sterile packs should not be more than one year old.			
(s) Is there anesthetic equipment in accordance with the level of surgery performed?			
(t) Is there oxygen available in the facility?			

IX: DUTIES OF SUPERVISING VETERINARIAN NAC 638.057	Yes	No	Date Corrected
Are the supervising veterinarians:			
(a) Responsible for determining the competency of the licensed veterinary technician (s) or veterinary technician (s) in training to perform delegated tasks of animal health care?			
(b) Making all decisions relating to the diagnosis, treatment, management and future disposition of the animal?			
(c) Examining the animal before delegating any tasks to the licensed veterinary technician or veterinary technician in training? The examination must be conducted at such time as good veterinary medical practice requires, consistent with the particular task of animal health care which is delegated			
(d) Ensuring that unlicensed personnel do not perform duties that are specific to licensed veterinary technicians (NAC 638.053) or veterinarians?			
X: ESTABLISHING A VCPR NAC 638.0175 & 638.048			
(a) Does the veterinarian assume responsibility concerning health and treatment of the animal?			
(b) Does the veterinarian have knowledge of present care and health sufficient to provide at least a general or preliminary diagnosis of the medical condition of the animal?			
(c) Does the veterinarian acquire this knowledge by conducting a physical exam or does the veterinarian acquire this knowledge by visiting the premises where the animal is kept in a timely manner appropriate to the medical condition of the animal?			
(d) Does the veterinarian obtain the informed consent of the client for medical treatment of the animal?			
(e) Does the veterinarian obtain the agreement of the client to follow the instructions provided by the veterinarian for the care and medical treatment of the animal?			
(f) Is the veterinarian establishing a veterinarian-client-patient relationship; and making a medical determination that the prescription drug is therapeutically indicated for the health and well-being of the animal prior to prescribing, dispensing, delivering or ordering another person to deliver any prescription drug, including, without limitation, any controlled substance?			
XI:'ON-CALL' EMERGENCY FACILITY NAC 638.068			
(a) Does the veterinary facility advertise or otherwise represent to the public that it provides "on-call emergency service"?			
(b) Do all forms of advertising state in a clear and conspicuous manner: The term "on-call"? The hours that the facility provides on-call emergency service? The address and telephone number of the facility?			
(c) Does your veterinary facility advertise or otherwise represents to the public that it provides "24 hour" care? A veterinary facility **shall not use the term "24 hours**" in any public statement or advertising unless the facility has a licensed veterinarian on the premises 24 hours a day.			
XII:EMERGENCY FACILITY NAC 638.067			
(a) Does your facility advertise or otherwise represent to the public that it is an emergency facility?			
(b) Do all forms of advertising state in a clear and conspicuous manner the following: The hours that the facility provides emergency service? The address and telephone number of the facility?			
(c) Is there is a licensed veterinarian on the premises during the hours that the facility provides emergency services? (hours of operation)			
(d) If continuing care of a patient is required following the provision of emergency service, are you providing the client with a legible copy of the medical records of the patient, or are you sending a copy of such records directly to the veterinarian who will provide the continuing care?			
XIII:ABANDONED ANIMALS NAC 638.051			
(a) If an animal is delivered to any veterinarian pursuant to any written or oral agreement between the veterinarian and the owner of the animal, and the owner does not claim the animal within 10 days after the day the animal was due to be claimed (remove the animal from the custody of the veterinarian), the animal shall be deemed abandoned unless otherwise provided in a contract between a veterinarian and the owner of an animal. The veterinarian may dispose of an abandoned animal if the animal is not claimed within the period set forth in the notice. Prior to a veterinarian disposing of an abandoned animal, are you sending, by certified mail, a notice to the last known address of the owner? The notice must state that the veterinarian will dispose of the animal if it is not claimed within 10 days after the notice is mailed. The veterinarian shall dispose of the animal in a humane manner.			

XIV:ANIMALS LEFT UNATTENDED NAC 638.0655	Yes	No	Date Corrected
(a) Are you notifying, in writing, an owner of an animal if the animal will be left unattended during the hours that the veterinary facility in not regularly open to the public?			
XV:VACCINATION CLINIC OFF PREMISE NAC 638.600			
(a) Do medical records contain the following: name, address and phone number of the owner, animal's name or ID number, age, sex and breed of the animal?			
(b) When conducting a vaccination clinic are you transporting and storing vaccines in a manner that ensures the efficacy of the vaccines: and			
(c) Are you providing refrigeration, cold storage or any other method of storage for a vaccine that is recommended by the manufacturer of the vaccine; and			
(d) Are you equipped with the proper supplies and medications necessary for the treatment of anaphylaxis or any other reaction to a vaccine, including, without limitation: (a) Oxygen; (b) Epinephrine; (c) Injectable corticosteroids and antihistamines; (d) Intravenous catheters and injectable fluids; (e) Endotracheal tubes of varying and appropriate diameters; and (f) Equipment for resuscitating animals.			
XVI:MOBILE CLINICS NAC 638.0635			
(a) Does the mobile unit except for practices that are limited to large animals have:			
(b) Hot and Cold water?			
(c) A 110-volt power source for diagnostic equipment?			
(d) A collecting tank for disposal of waste materials?			
(e) Adequate lighting?			
(f) Table tops and counter tops, such as Formica or stainless steel, which can be cleaned and disinfected?			
(g) Floor coverings which can be cleaned and disinfected?			
(h) Adequate heating, cooling, and ventilation?			
(i) Instruments which meet the requirements of the level of surgery to be performed?			
(j) Separate compartments for the transportation or holding of animals?			
(k) Is the mobile unit whose practice is limited to large animals equipped with cold water and a secure and sanitary area for the storage of instruments and drugs?			

COMMENTS:_____

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