Technical Inspection and Monitoring format for Veterinary Hospitals (VHs)

*(Please mark **'Yes'** if the requisite is fulfilled or mark **'No'** if unfulfilled or **'NA'** if it is not applicable)*

1. General Information

Information about the Center	
Name of the center:	Address:
Total number of staff: *(Kindly fill into annexure no 1)*	

Inspection details	
Date of Inspection:	Date of last inspection:
Type of inspection *(Please tick)*: Routine ( ) or Follow-up ( )	

Team Composition			
Name	**Designation**	**Agency**	**Remarks**

2. Assessment of compliance to Bhutan Medicines Rules and Regulations

Sl. No.	Requisites	Dispensary	Store	Compounding	Remarks
1.	Is the signboard available?				
2.	Is the signboard displayed at conspicuous place?				
3.	Is the premise maintained clean?				
4.	Is the room appropriately labeled?				
5.	Is the competent person wearing clean white apron/clinical dress?				
6.	Is the competent person found with nametag?				
7.	Do they have written procedures?				
8.	Is the written procedure being implemented?				
9.	Is there hygro-thermometer?				
10	Is the temperature recorded?				
11	Is relative humidity recorded?				
12	Is hygro-thermometer calibrated?/				
13	Is the shelf maintained clean?				
14	Are the shelves labeled?				
15	Are the products arranged as per label?				
16	Is the controlled drugs kept in separate locked room / cabinet?				
17	Does the physical balance tally with the ledger balance?				
18	Is the records maintained using the specified format?				
19	Is the expired drugs segregated?				
20	Is there labeling for expired drugs?				
21	Is the expired drugs quantified?				
22	Is the record for disposed medicines maintained?				
23	Is there register maintained for dispensed medicines?				
24	Is the dispensing material/container appropriate for intended use?				

25	Are the dispensed drugs labeled appropriately?			
26	Is patient counseled on use of dispensed drugs?			
27	Do they sign on the prescription after dispensing?			
28	Is there separate compounding area?			
29	Is there compounding formula?			
30	Is the compounding area maintained clean?			
31	Do they use appropriate instruments for intended activities?			
32	Are the instruments maintained clean?			
33	Is there labeling on the extemporaneous formulation container?			
34	Is there a documented record for extemporaneous preparations?			
35	Is there an expired extemporaneous preparation?			
36	Is the store suitable for storing of medicinal products?			
37	Are the medicinal products in direct contact with the floor?			
38	Is the stock ledger maintained?			
39	Is the cold chain equipment maintained clean?			
40	Is the expired vaccines segregated?			
41	Is there expired vaccines labeled?			
42	Is the expired vaccines quantified?			
43	Is the record for disposed vaccines maintained?			
44	Is there AEFI emergency kits?			
45	Are the kits valid?			

3. Assessment of compliance to standard operating procedures (SOPs).

i. Vaccination room

Sl. no	Requirements	Yes	No	Observation
1.	Is the competent person wearing clean apron/uniform?			
2.	Is the competent person found with nametag?			
3.	Is there a table to place the animal?			
4.	Is there a sink with a tap?			
5.	Is there a refrigerator to store vaccines?			
6.	Is it maintained clean?			
7.	Is the temperature recorded daily?			
8.	Is the health condition of the animal			

Sl. no	Requirements	Yes	No	Observation
	assessed before vaccination?			
9.	Do they follow the standard procedure while administering the vaccine?			
10.	Are the needles and syringes reused?			
11.	Do they dispose the needles and syringes separately?			
12.	Is there AEFI kit?			
13.	Is there an expired vaccine? If no skip Q14.			
14.	Is the expired vaccine segregated, labeled, quantified and stored separately?			

ii.   Treatment room

Sl. no	Requirements	Yes	No	Observation
1.	Is the competent person wearing clean apron/uniform?			
2.	Is the competent person found with nametag?			
3.	Is there a table to place the animal?			
4.	Is there a sink with a tap?			
5.	Is there a refrigerator to store medicines?			
6.	Is it maintained clean?			
7.	Is the temperature recorded daily?			
8.	Are the medicine shelves/racks clean and properly labeled?			
9.	Are the medicines properly arranged on the shelves/racks?			
10.	Are the multiple dose vials properly labeled with the date of initial opening and stored in refrigerator?			
11.	Is there room thermometer? If no skip Q 12			
12.	Is the temperature recorded?			
13.	Are there expired medicine/non-medicines? If no skip Q 14			
14.	Is the expired medicine/non-medicine segregated, labeled, quantified and stored separately?			
15.	Do they sterilize the site of injection before injecting?			
16.	Do they withdraw the plunger of the syringe before injecting the medicine?			
17.	Are the syringes and needles used just used once?			
18.	Do they wear protective gears (gloves, face mask) while handling cases?			
19.	Do they dispose the needles and syringes separately?			

iii.   Preparation room

Sl. no	Requirements	Yes	No	Observation
1.	Is the competent person wearing clean apron/uniform?			
2.	Is the competent person found with			

Sl. no	Requirements	Yes	No	Observation
	nametag?			
3.	Is there a table to place the animal?			
4.	Is there a sink with a tap?			
5.	Is the controlled drugs kept in separate locked room / cabinet?			
6.	Is the record maintained in the stock ledger?			
7.	Does the physical balance tally with the ledger balance?			
8.	Is Endotracheal intubation practiced?			

iv. Operation theatre

Sl. no	Requirements	Yes	No	Observation
1.	Is the competent person wearing clean surgical apron/uniform?			
2.	Is there a table to place the animal?			
3.	Is there an autoclave? If no, skip Q4& Q5			
4.	Do they use autoclave to sterilize surgical instruments?			
5.	Are the instruments sterilized with proper indicator (Autoclave tape)?			
6.	Is the OT equipped with proper surgical instrument?			
7.	Is the OT maintained clean?			
8.	Is the patient being monitored?			
9.	Are there emergency drugs available? (eg: Dexamethasone, atropine , adrenaline etc)			
10.	Are fluids being administered to the patient during surgery?			
11.	Is hand scrubbing practiced prior to surgery?			
12.	Does the center have consent form? If no, skip Q13			
13.	Is there a practice of signing the consent form?			

v. Recovery room

Sl. no	Requirements	Yes	No	Observation
1.	Is there a separate room for animal recovery? If no skip Q2			
2.	Is the room clean and temperature favorable to the animal recovery?			
3.	Is the patient being monitored during recovery?			

4. Laboratory capacity

Sl. no	Questions	Remarks
1.	Is/ are there Laboratory technician/s at the center?	
2.	Is there separate Laboratory section?	

Sl. no	Questions	Remarks
3.	What kinds of laboratory tests are being conducted?	
4.	What diagnostic equipment are available? List them (Laboratory as well as clinical diagnostic equipment)	
5.	Where do they refer the samples?	

5. Pet registration

Sl. no	Questions	Remarks
1.	Does the center provide pet registration? If no, skip Q2 to Q5	
2.	What is the registration fee?	
3.	How many pets are registered in a year?	
4.	Do they record the data in the database?	
5.	What vaccines are used in pets?	

6. Medicines, non-medicines and equipment (EVDP program, annexure no 2)

7. Waste disposal

Sl. no	Questions	Remarks
1.	How do you dispose the expired medicines?	
2.	Are there provisions of different bins for different wastes (organs, sharps etc?	
3.	Are syringes/ drip sets etc. being sterilized and reused?	
4.	Where and how do you dispose dead animals brought to the center for treatment?	

8. Record keeping

Sl. No.	Name of the register/database	Up to date data entry		Remarks
		Yes	No	
1	Treatment			
2	Vaccination			
3	Deworming			
4	Sterilization			
5	Medicine stock register			

6	Schedule C drugs stock register			
7	VIS database			Focal person:
8	TADinfo database			Focal person:
9	Pet registration database			

9. Adverse Drug Reaction (ADR) and Adverse Events following Immunization/Vaccine Adverse Events (AEFI/VAE)

Sl. no	Questions	Remarks
1.	Are they aware/ heard of ADR/VAE? If no, skip Q2 to 10	
2.	Did they encounter ADR/VAE? If no, skip Q3 to 10	
3.	What type of reaction was it?	
4.	Name of the medicine/vaccine?	
5.	No of animals affected?	
6.	What immediate intervention was done to counteract the ADR/VAE	
7.	What was the consequence of ADR/VAE on the animal (Death/ prolonged treatment/ disability)?	
8.	Was it reported to higher authorities?	
9.	Do they record VAE?	
10.	Do they have AEFI/VAE kit?	

10. Any other issues observed

11. Feedbacks from the staff

Annexures

Annexure 1: **Staff Strength/Composition**

Sl no	Designation	Qualification	Number

Annexure 2: **Information on the drugs, non-drugs and equipment**

1. Expired drug inventory format

Sl. no.	Generic name	Presentation	Qty. expired	Batch no.	Manuf. Date	Expiry date	Date of receipt	Rate (Nu.)	Total Amount (Nu.)	Remarks

2. Non-drug items and instrument inventory format

Sl. no.	Items	Qty. in use	Qty. in stock as of	No. of month out of stock	Quantity (Qty.) required	Reason for replacement/ addition

3. For mobilization of drugs and instruments.

  i. Drug stock nearing expiry date

Sl. no.	Name of drugs	Presentation	Quantity	Expiry date	Rate (Nu.)	Amount (Nu.)	Remarks

ii. List of acute shortage of drugs and instruments

Sl. no.	Generic name	Presentation	Qty. Received	Date of receipt	Average monthly unit (AMU)	Stock Balance	Qty. required	Remarks

iii. Drugs issued to other centres

Sl. no.	Generic name	Presentation	Quantity	Issued to (Centre name)	Mfg date	Exp. Date	Requisition ref. o. & Date	Remarks

4. Cold chain facilities
  i. *Refrigerator*

Sl. no.	Model/Make	Capacity	Quantities	Date received	Location	Condition

ii.   Cool Box

Sl. no.	Make	Size	Quantities	Location	Condition