



KENTUCKY BOARD OF VETERINARY EXAMINERS

107 Corporate Drive, Second Floor, Frankfort, KY 40601

Office: 502-782-0273 • Fax: 502-695-5887

kybve.com • [vet@ky.gov](mailto:veter@ky.gov)

Periodic Inspection Report for Registered Veterinary Facilities

KBVE Investigator		Date of CURRENT Inspection	
Investigator Contact Info		Date of Last Inspection	
Arrival Time		Departure Time	

Type of Facility:	<input type="checkbox"/> New Veterinary Facility <input type="checkbox"/> Registered Veterinary Facility <input type="checkbox"/> Re-Inspection		
Overall Evaluation:	<input type="checkbox"/> Meets standards <input type="checkbox"/> Meets standards with coaching on minor issues <input type="checkbox"/> Serious violations discovered, immediate referral to Board for consideration		

I. Veterinary Facility Information

The veterinary facility is required to notify the Kentucky Board of Veterinary Examiners (KBVE) of any change to the facility address, phone, or email within thirty (30) days, pursuant to 201 KAR 16:565 § 3(1).

Legal Name of Business				
Business Phone Number		Registration Number		
Business Website		Expiration Date		
Business Email Address				
Inspection Addresses	Street	City	Zip	County
Mailing Address				
Physical Address				
Posted Hours				
Facility Type	<input type="checkbox"/> Fixed Facility <input type="checkbox"/> Mobile Facility			
Owner Name(s)				

II. Veterinarian Manager

The veterinary facility is required designate a veterinarian manager pursuant to 201 KAR 16:545 § 3, and to notify the KBVE of any change to the Veterinarian Manager within ten (10) days, pursuant to 201 KAR 16:565 § 3(2).

Name		License Number	
Business Phone		Cell Phone	
Business Email Address			

III. Type of Veterinary Facility

(check all that apply) 201 KAR 16:545 § 4(1)(c)

<input type="checkbox"/> Wellness	<input type="checkbox"/> 24-Hour	<input type="checkbox"/> Hospital	<input type="checkbox"/> ?
<input type="checkbox"/> Mobile Unit (See Section X)	<input type="checkbox"/> Allied Professional	<input type="checkbox"/> ?	<input type="checkbox"/> ?

IV. Species Served

(check all that apply) 201 KAR 16:545 § 4(1)(d)

Species	%	Species	%	Species	%	Species	%
<input type="checkbox"/> Dogs		<input type="checkbox"/> Equines		<input type="checkbox"/> Bovines		<input type="checkbox"/> Other livestock	
<input type="checkbox"/> Cats		<input type="checkbox"/> Birds		<input type="checkbox"/> Reptiles		<input type="checkbox"/> Other exotics	

V. Services Provided

(check all that apply) 201 KAR 16:545 § 4(1)(e)

<input type="checkbox"/> Wellness	<input type="checkbox"/> 24-Hour	<input type="checkbox"/> ?	<input type="checkbox"/> ?
<input type="checkbox"/> Hospital	<input type="checkbox"/> Surgery	<input type="checkbox"/> Radiology	<input type="checkbox"/> ?

VI. Afterhours Care Arrangements

201 KAR 16:545 § 4(1)(j)

* Attach additional pages as necessary.

VII. Employee Verifications* 201 KAR 16:545 § 4(1)(f) and (g) Page ____ of ____

Name of Veterinarian(s)	License Number	Employment Status <small>(Direct employee, contract work, fulltime, part time, relief, etc.)</small>
Name of Veterinary Technician(s), if applicable*	License Number	Employment Status

* Attach additional pages as necessary.



VIII. Employee Verifications* 201 KAR 16:545 § 4(1)(h)		Page ____ of ____
Name of Allied Professional(s)	Permit Number	Employment Status (Direct employee, contract work, fulltime, part time, relief, etc.)

IX. Mobile Units* 201 KAR 16:545 § 4(1)(i)							
Vehicle Make	Vehicle Model	License Plate	Small Animal? Y / N	Equine? Y / N	Other Livestock? Y / N	Other? Specify.	??
Investigator notes.							

X. County / Regional Areas Served* 201 KAR 16:545 § 4(1)(k)
Counties Served or “Statewide”; If also serving other states, list name of state.

* Attach additional pages as necessary.



XI. Minimum Standards			
Standard	Meets Standards	Does Not Meet Standard	Comments
201 KAR 16:705 § 2(4)			
General, overall cleanliness			
General, overall hygiene			
General, overall sanitation			
201 KAR 16:705 § 3(2)			
Display the veterinary facility's registration visible to the public			
Display hours of operation			
If operation include hours after dusk, a means of illuminating the sign			
201 KAR 16:705 § 3(3)-(16) – Excludes Mobile Units			
(3) Floors, tables, countertops, sinks, and fixtures made of nonporous materials that can be sanitized			
(4) Running water and a means of achieving cold and hot water temperatures			
(5) Refrigerated storage space, large enough to contain all deceased animals except livestock, or pickup within 24 hours			
(6) Individual compartments, equipped with a latch, for each animal housed in the facility (except livestock)			
(7) Appropriate storage container with proper labeling is for biohazardous medical waste and sharps pending disposal or pick-up			
(8) A working scale for use with animals other than livestock			
(9) Adequate illumination is provided for the services being provided			
(10) Storage for all supplies, including food and bedding. The supply storage shall be in areas that adequately protect such supplies against infestation, contamination, or deterioration. Refrigeration shall be provided for all supplies that are of a perishable nature, including foods, drugs, and biologicals			
(11) Clean and orderly receiving / reception area			
(12) Training for all staff of the veterinary facility who are responsible for animal care in the basic care of animals			

201 KAR 16:705 § 3(3)-(15) continued – Excludes Mobile Units			
Standard	Meets Standards	Does Not Meet Standard	Comments
(13) Written standard operating procedures are developed for the staff of the veterinary facility to use to assess any animal patient upon arrival			
(14) Written standard operating procedures are developed for proper patient identification, chain of custody, and care of patients			
(15) A telephone answering machine or answering service available after business hours			
(16) Controlled substances and prescription-only drugs are maintained securely and accessible only to authorized personnel			
201 KAR 16:705 § 4(1)-(3)			
When patient is retained for treatment or hospitalization during the hours that the veterinary facility is not regularly open to the public, the client or client’s representative shall be provided			
(1) Notice, in writing, the hours that the animal will be left unattended and without competent veterinary care			
(2) An opportunity for the client to transfer the patient home or to another veterinary facility for appropriate care and monitoring; or (3) A disclosure to be signed by the client detailing that the client is aware that the patient shall not be monitored or provided competent veterinary care during the hours that the veterinary facility is not regularly open to the public			
201 KAR 16:705 § 5(1)-(4)			
(1) Equipment and supplies are available of an adequate number and type to provide the veterinary medical services that are offered at the veterinary facility			
(2) Maintenance of the veterinary facility in a good state of repair, including: (a) – (e)			
(a) All exits, corridors, and passageways inside and outside the veterinary facility are unobstructed at all times			
(b) Combustible material such as paper, boxes, and rags are not allowed to accumulate inside or outside the veterinary facility			
(c) Temperatures are maintained between 60°F and 80°F in each room where an animal, other than livestock or exotics, is treated or housed			

Standard	Meets Standards	Does <u>Not</u> Meet Standard	Comments
(d) Floors, countertops, tables, sinks, and any other equipment or fixtures used in a veterinary facility are maintained in a clean condition and sanitized after contact with an animal or animal tissue			
(e) Animal compartments are cleaned and sanitized at least once every 24 hours when an animal, other than livestock, is being housed and after each animal vacates the compartment			
(3) A written emergency evacuation plan exists and that all staff have been educated on that plan			
(4) Appropriate storage is provided for medical records to ensure the records remain intact and legible. For digital records, a digital backup copy shall be maintained			
201 KAR 16:705 § 6(1)-(7) - General requirements for surgical equipment			
(1) Caps, masks, and sterile gloves and gowns			
(2) Sterile surgical packs, including: (a) Drapes; (b) Sponges; and (c) Surgical instruments necessary to perform a surgical procedure			
(2) An oxygen tank or oxygen concentrator device that contains or is capable of producing oxygen sufficient for each animal to whom general anesthesia is administered			
(3) A means of administering anesthesia and anesthetic equipment for each animal that will receive general anesthesia or sedation that requires resuscitation in accordance with the level of surgery performed. For small animal surgery, this means a functional inhalant anesthesia machine with oxygen			
(4) A fixed or portable surgical light to illuminate the surgical site			
(5) A light for use if the surgical light will not operate			
(6) Access to resources that provide readily accessible reference materials			
(7) All appropriate equipment shall be sterilized, and surgical packs shall be properly prepared for sterilization by heat or gas which is sufficient to kill bacterial spores for each sterile surgical procedure			

General requirements for Mobile Facilities*			
License Plate of Unit: _____			
Standard	Meets Standards	Does <u>Not</u> Meet Standard	Comments
201 KAR 16:710 § 3(1)-(2)			
(1) Ensure that the following is provided on the mobile premises:			
(a) Controlled substances and prescription-only drugs are maintained securely and accessible only to authorized personnel;			
(b) Meet manufacturer's label requirements for the storage and handling of biologics and veterinary supplies and medications requiring temperature control; and			
(c) Maintain sterile surgical supplies and equipment for those services being provided.			
(2) A mobile facility, except one used only by a veterinarian whose practice is limited to livestock, shall have:			
(a) Hot and cold water;			
(b) A 110-volt power source for diagnostic equipment;			
(c) A collecting tank for disposal of waste material;			
(d) Adequate lighting for the services being provided;			
(e) Floors, tables, countertops, sinks, and fixtures within the registered veterinary facility are made of nonporous materials that can be sanitized;			
(f) Floor coverings which can be cleaned and disinfected;			
(g) Adequate heating, cooling, and ventilation;			
(h) Instruments which meet the requirements of the level of surgery offered;			
(i) If animals, other than livestock, shall be housed in the mobile facility, an individual compartment, equipped with a latch, for each animal housed in the facility shall be provided; and			
(j) Animal compartments are cleaned and sanitized at least once every 24 hours when an animal, other than livestock, is being housed and after each animal vacates the compartment.			
Meets requirements of 201 KAR 16:705 § 2(4)			
Meets requirements of 201 KAR 16:705 § 6(1)-(7) - General requirements for surgical equipment			

* Attach additional pages as necessary. Each Mobile Unit inspected should be on a separate page.



General standards for 24-Hour Emergency Facilities			
Standard	Meets Standards	Does <u>Not</u> Meet Standard	Comments
201 KAR 16:715 § 3(1)-(2)			
(1) A veterinary facility that advertises or otherwise represents to the public that it is a 24-hour emergency facility shall state in its advertising in a clear and conspicuous manner:			
(a) The hours that the facility provides emergency service			
(b) The address and telephone number of the facility			
(c) That a licensed veterinarian is on the premises or on call at the veterinary facility during the hours that the facility provides emergency service			
(2) If continuation of care for a patient is required following the provision of emergency service, and the patient shall not remain at the emergency facility, a 24-hour facility shall provide the client with a legible copy of the medical records of the patient or shall send a copy of such records directly to the veterinarian who will provide the continuing care			
General standards for Temporary Wellness and High Volume Spay/Neuter Operations			
201 KAR 16:720			
Does this facility perform high volume spay neuter?			
Does this facility offer temporary wellness clinics?			

XII. Medical Records

Inspector should pull ten (10) random medical records.

Standard	Meets Standards	Does <u>Not</u> Meet Standard	Comments
201 KAR 16:701 § 2(1)-(9) – (under development)			
(1) Patient or herd identification			
(2) Client identification;			
(3)-(4) Written records and notes of each encounter, including: (a) Diagnosis; (b) Treatment recommended; (c) Treatment plan agreed upon with client;			

Standard	Meets Standards	Does <u>Not</u> Meet Standard	Comments
(4)(d) If a prescription is issued, prescription details; (e) Recommendations; and (g) Any other pertinent details			
(4) (f) If surgery is preformed, details of surgery, including: 1. Amounts and duration of any drugs, sedatives, or other substances administered; 2. Monitoring.; and 3. ??			
(5) Radiographs, sonographic images, video recordings, photographs, or other imaging and laboratory reports;			
(6) Any information received as the result of a consultation, including the date, name, and contact information of the consultant;			
(7) Any authorizations, details of conversations, releases, waivers, patient discharge instructions, or other related documents;			
(8) The first and last name of the veterinarian and any licensed veterinary technicians or veterinary assistants practicing on the patient during the visit, whether in-person or via telehealth; and			
(9) The first and last name of the person making each entry in the medical record			

XIII. Investigator Notes

Comments and Observations

Compliance Coaching Areas

 Signature of KBVE Inspector

 Date

Copy provided to Veterinarian Manager or designee at time of inspection: Y / N

 Signature of Veterinary Manager or Designee

 Date

