



## *Professional Practice Standard: Production Herd/Flock Medical Records<sup>1</sup>*

Published October 2018

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This College publication describes a mandatory standard of practice. The *Veterinarians Act* in section 52 provides that a failure to comply with a standard may be investigated.

This practice standard should be read together with “Professional Practice Standard: Medical Record Keeping”.

### **Synopsis**

1. General Principles of medical record keeping:
  - a. Legibly written or typewritten.
  - b. Organized in a systematic manner.
  - c. If there is more than one Registrant practicing at a facility, entries must be initialed or otherwise marked for attribution of authorship.
  - d. Modifications, explanations or clarifications not recorded at the time of the consultation or examination should be clearly identified as addenda and dated separately.
2. Specific requirements for Herd/Flock records (apply to both herd and individual records):
  - a. May be maintained on either a herd/flock or individual animal basis as appropriate.
  - b. Must include:
    - i. Client identification, including first and last name, address and phone numbers; when applicable, an alternative contact’s name and phone number in case the client cannot be contacted in an emergency. Ownership/co-ownership should be clearly noted.
    - ii. Individual patient or herd identification, including species, breed, gender, & lot/pen number/location; if individual care or advice is given, at least one of the animal’s name, tattoo/brand/visual identification tag # (eg. Canadian Cattle Identification Agency #), or colour/markings/other distinguishing physical features.
  - c. Each page should clearly identify the patient/herd (by patient name/herd location &/or i.d. number) and the client (by name &/or file number), and should be marked (by date of

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<sup>1</sup> Council approved the ‘Professional Practice Standard: Production Herd/Flock Medical Records’ on September 28, 2018. It is available on the CVBC website ([www.cvbc.ca](http://www.cvbc.ca)) under Resources > Legislation, Standards & Policies.

entry +/- page number) such that the records can be sorted consecutively, and it can be easily identified if any pages are missing/out of order

For Herd Records:

d. Annual documentation of any strategies for:

- i. Preventative treatments
- ii. Production enhancement
- iii. Primary and relapse treatment

If protocols are referenced, each protocol must be documented and kept on record at the practice facility and must be maintained for as long as any files that reference that protocol are in existence. Any deviations from the referenced protocols must also be documented in the medical record.

- e. The date and details of each consultation, farm visit or examination, laboratory results and interpretations, or any other interactions.
- f. All medications dispensed or sold, or prescriptions generated, for the herd, supported with specific evidence of establishment of medical need, and specifying product, quantity, indication, instructions, # of refills available, and withdrawal times.

For Individual Records:

g. Estimate of animal's current weight, plus score on Body Condition Scale, and any measurable or estimated visual body weight change.

h. Reason for each service

- i. If there is a presenting complaint, a reasonably detailed history of that complaint, as well as the particulars of any specific assessments, procedures, medical &/or surgical treatments, laboratory investigations (and interpretations of results), tentative or definitive diagnosis, treatment plan, progress of care and response to treatment.
- ii. Any medications used, dispensed, or prescribed, including the name (brand name if applicable, or generic drug name), strength, dose, and quantity, as well as documented communication of all withdrawal times.
- iii. The date and (approximate) time of each client communication, the name of the person communicated with, and a summary of the exchange.
- iv. Any additional pertinent information.

i. A copy of all reports prepared by the Registrant in respect of the animal or herd, including but not limited to:

- i. Estimates for proposed services (if used),
- ii. Diagnostic test reports, and
- iii. Itemized fees and charges.

## **Guide to the Professional Practice Standard**

A separate Guide to the Professional Practice Standard: Medical Record Keeping that includes 'Frequently Asked Questions' can be found on the College's website at [www.cvbc.ca](http://www.cvbc.ca).