



The following checklists are for your convenience in preparing for your application. Please refer to them prior to submitting your application to ensure an expedited process.

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Medical Records Checklist:

The Medical Record must include, but not be limited to:

- Client information
 - Name
 - Address
 - Phone number
- Referring veterinarian/clinic
- Patient identification or signalment
 - Name
 - Species
 - Breed
 - Age
 - Gender, including reproductive status.
 - Color (or photograph of the patient embedded into the template, which clearly identifies the patient)
 - Patient Rabies vaccination status
 - Patient body weight
- Chief complaint
- Patient history
- Vital signs
 - Temperature
 - Heart Rate
 - Pulse Quality
 - Respiratory Rate
 - Respiratory Effort
 - Mucous Membrane Color
 - Mental Status
 - Pain score (as evaluated and expressed numerically with a recognized veterinary pain scoring scale)
- Physical exam findings
- Clinical pathology tests performed; all abnormal results definitively listed.
- Diagnostic imaging performed, and their interpretation(s)
- Assessment, diagnosis, or differential diagnosis
- Procedures performed (include all anesthetic and surgical release forms, anesthesia logs, and surgery reports)
- All drugs administered, admixed, prescribed, and dispensed, to include:
 - Name of drug
 - Dose, by weight; frequency, and length of treatment

- Route of administration
- Progress notes, such as SOAPs at shift changes.
- Additional treatment and nursing notes, including ICU flow sheets
- Client discharge instructions, including follow up instructions
- All entries in the medical records should identify the individuals who administered the care, and entered data, with the date and time included.

Facility Checklist

Facilities should include the following:

- ER receiving/triage area
- ICU area
- Dedicated isolation area with documented infection control plan
- Dedicated surgical preparation area for patient (not to be in surgery room) (Level I and II Required)
- Dedicated surgical room
- Radiology room that complies with federal and state radiation safety regulations
- Oxygen (ER receiving/ICU/ISO/SX/Radiology)
- Anesthetic scavenging in ICU/SX/Radiology
- Suction (ER receiving/ICU/SX)
- Equipment sterilization capability and quality control
- Emergency preparedness plan or onsite backup power supply in case of power outage (Level II and III Required)
- System in place to supply ongoing power in case of power outage (Level I Required)
- Internet access to online emergency and critical care resource information

Facility and Inpatient Checklist

Staffing Veterinarians:

- Licensed DVM on premises during operating hours
- Consultation capabilities (onsite or via internet) with a DACVR for the review of diagnostic images when needed (Level I & II required) and/or other veterinary diplomates with a special interest and experience in EM/CC
- A DACVECC employed full time and available for consultation either on site or by phone 24/7 (Level I required)
- At least one Vet on duty at all times with at least 2 years practice experience or 1 year of SA internship (Level I, required)

Continuing education provided for professional and technical staff and must allow:

- Veterinarians and veterinary technicians to comply with CE requirements for state licensure.
- Veterinary specialists to meet specialty board CE requirements to maintain certification.
- Veterinary technician specialists to meet CE requirements of their respective specialty academy to maintain certification.
- A minimum of 75% of all CE obtained (either in-person or on-line) must be RACE approved with RACE number provided.
- Staff ER/CC vets to obtain min of 28 hours of CE every 2 years in the field of emergency medicine, surgery, and/or CC medicine.
- ACVECC residents must be in compliance with requirements of their training program.
For all credentialed technicians and non-credentialed technician assistants, a minimum of 75% of all CE obtained (either in-person on on-line) must be RACE approved with RACE number provided.
- In-house training program should be provided for all techs to assure teamwork and familiarity with current procedures.
- Upon completion of in-house training program, non-credentialed techs should obtain a min of 10 hours of EM/CC CE every 2 years.
- CE for non-credentialed Techs can be obtained from college/technical program, local, state, or national CE events or in-house CE.
- Comprehensive, written training and CE program to include: Journal Club, Morbidity & Mortality rounds, wet labs (Level I Required)

Staffing Sufficient staff must be available to provide expedient patient care and allow:

- Processing of multiple patients concurrently
- Performance of a wide range of life-saving procedures to include, but not limited to, CPR and emergency surgery.
- Ability to call in additional staff as needed.
- Provision of timely and appropriate in-hospital patient care
- Appropriate and timely consultation with veterinary specialists
- At least two certified technicians employed full time (Level I Required)
- At least one Veterinary Technician Specialist (Emergency and Critical Care) (Level I, required)

Communications: Please confirm any of the following things your practice does:

- Updated list of vets with after-hours contact number and indicates if they are willing to be contacted (Highly recommended)
- Effective communications with primary care veterinarian maintained.

- A copy of the case summary including discharge instructions given to the clients at the time of patient discharge.
- The medical record/report faxed or electronically sent to the primary care veterinarian within 12 hours of a patient's discharge.

Emergency Capabilities Checklist

Diagnose and manage life-threatening emergencies including:

- Cardiovascular, respiratory, metabolic, gastrointestinal, urogenital, neurologic and environmental
- Hematologic, hemorrhagic, toxicologic and coagulopathic problems

Perform procedures to address life-threatening problems including, but not limited to:

- Cardiopulmonary resuscitation
- Placement and maintenance of thoracostomy tubes
- Emergency tracheostomy and tracheostomy tube care
- Blood product administration
- Oxygen supplementation
- Assisted ventilation.

Perform emergency surgery including but not limited to:

- Surgical hemostasis, wound debridement, and application of wound dressings
- Stabilization of musculoskeletal injuries
- Aseptic thoracic and abdominal surgery

Treat circulatory shock using:

- Crystalloid fluids
- Colloid fluids
- Blood products
- Vasoactive drugs

Allow accurate delivery of fluids using:

- Calibrated burettes
- Infusion pumps

Administer analgesic therapy and anesthetic agents including but not limited to:

- Pure agonist opioids
- Pure mu agonist opioids
- Non-steroidal anti-inflammatory medication (Level I, required)
- Alpha-2 agonists
- Injectable and inhalation anesthetics
- Reversal agents for opiates and alpha-2 agonists and benzodiazepines
- Sedative medication

Provide intraoperative monitoring to include, but not limited to:

- Body temperature
- Electrocardiography
- Blood pressure
- Capnography
- Pulse oximetry

Proficiency and resources (equipment and staff training) to:

- Ultrasonographically detect life-threatening clinical problems including fluid in the thoracic, pericardial, & peritoneal spaces
- Evaluate and stabilize any small mammal, avian, and reptile ("exotic") animals kept as pets (Level 1 Required)
- Provide volume- or pressure-cycled mechanical ventilation (Level I Required)
- Perform invasive blood pressure monitoring (Level I Required)

Emergency Capabilities Checklist

- Perform endoscopy and bronchoscopy (Level I Required)
- Perform diagnostic abdominal ultrasound and echocardiography (Level I Required)

In-Patient Support Checklist

Anesthesia:

- Warming support (FA, CWB, or HD)
- Logs/Records
- Anesthesia ventilator
- Ambubag(s) x 2
- Ambient warming unit/machine
- Oxygen drop downs in triage, radiology, anesthesia prep, surgery room, isolation
- Anesthesia scavenge in triage, radiology, specials/endoscopy, anesthesia prep, surgery room

Small animal blood products:

- Blood typing capability (canine and feline)
- Canine fresh frozen plasma
- Feline fresh frozen (level I & II Required)
- Canine packed red blood cells and/or whole blood (Level I and II Required)
- Feline type A packed red blood cells (Level I and II Required)
- Feline type B packed red blood cells or readily available donor (Recommended)
- Available screened canine and feline donors (onsite or local blood bank with 24 hour service) in lieu of packed (Level III Required)

Fluid Therapy:

- Crystalloids: Replacement (both types are required), 0.9% Saline AND isotonic buffered (Plasmalyte-A, Normosol-R)
- Crystalloids: Maintenance (eg. Plasma-Lyte 56, Normosol-M, 0.45% NaCl, 0.45% NaCl / 2.5% dextrose) (Level I & II Required)
- Crystalloids: Carrier (D5W) 0.9% saline
- Synthetic colloids
- Fluid pumps
- Syringe pumps
- Calibrated burettes
- Intravenous catheter: Peripheral
- Hypertonic saline, lipid solution 20% and intraosseous catheters
- Intravenous catheter: Central (Level I & II Required)

Nutritional:

- Esophagostomy tube feeding (Level I & II Required)
- Naso-esophageal or naso-gastric tube feeding
- Partial parenteral nutrition (Procalamine or Aminosyn) capability (Level I & II Required)
- Total parenteral nutrition capability (Level I Required) (proof of distributor or capability to provide)

Pharmacy:

- Activated charcoal
- Injectable mu agonist opioids with reversal agent
- Nonsteroidal anti-inflammatory agents
- Alpha-2 agonist
- Oral analgesic agents
- Injectable antibiotics (minimum: beta lactam, fluoroquinolone, aminoglycoside, metronidazole)

In-Patient Support Checklist

- Oral antibiotics
 - Oral Anti-seizure medications
 - Injectable Anti-seizure medications
 - Injectable Antihistamine
 - Injectable Corticosteroid
 - Inject able Dextrose
 - Oral short acting Corticosteroid
 - Epinephrine
 - Vasopressin
 - Atropine
 - Glycopyrrolate
 - Calcium gluconate
 - Potassium chloride
 - Magnesium sulfate or magnesium chloride (Level I & II Required)
 - Sodium phosphate or potassium phosphate (Level I & II Required)
 - Insulin – Regular
 - Lipid solution (20%)
 - Injectable sedative medications
 - Oral sedative medications
 - Diltiazem (Level I & II Required)
 - Dopamine
 - Dobutamine
 - Lidocaine
 - Propranolol or Esmolol
 - Sodium nitroprusside or hydralazine (Level I & II Required)
- Respiratory support:
- Oxygenation (nasal/cage)
 - Ambu bag x2 /anesthetic
 - Anesthetic ventilator
 - Volume or pressure cycled ventilator (Level 1 Required)
- Monitoring:
- Non-invasive blood pressure
 - Invasive blood pressure (Level I Required)
 - Body temperature
 - Capnometry/capnography
 - Electrocardiography
 - Pulse oximetry
 - Tonometry
 - Urinary catheter and closed collection system
- Diagnostics
- Standard 300 Ma radiography machine
 - Digital 300 Ma radiography machine
 - Ultrasonography
 - Automatic processor (with standard radiography)
 - Endoscopy (Level I and II Required)
 -

Bronchoscopy (Level I Required)

Laboratory equipment and testing in house:

- Packed cell volume
- Refractometric total solids
- CBC with manual differential reading
- Glucose
- Lactate
- Chemistry analyzer
- Electrolytes
- Blood gas
- PT Coagulation
- APTT Coagulation
- FIV/FELV antigen testing
- Cytology
- Urinalysis
- Fecal flotation
- Parvoviral antigen

Textbooks Checklist

General Physiology - an edition of ONE of the following published within the previous 10 years:

- Medical Physiology: A Cellular and Molecular Approach - Boron WF, Boulpaep EL
- Ganong's Review of Medical Physiology - Barrett KE, Barman SM, Heddwen L Brooks JK, Yuan J.
- Guyton and Hall Textbook of Medical Physiology- Hall JE
- Berne and Levy Principles of Physiology - Koeppen BM, Stanton BA
- Cunningham's Textbook of Veterinary Physiology, 6th edition. - Klein BG

Veterinary Pharmacology-an edition of ONE of the following, published within the previous 15 years:

- Small Animal Clinical Pharmacology and Therapeutics, 2nd edition -Boothe DM
- Small Animal Clinical Pharmacology, 2nd edition. - Maddison JE, Page SW Church DB
- Veterinary Pharmacology and Therapeutics, 10th edition. - Riviere JE, Papich MG

Veterinary Emergency and Critical Care-an edition of EACH of the following, published within the previous 10 years:

- Small Animal Critical Care Medicine - Silverstein DC, Hopper K.
- Manual of Trauma Management in the dog and Cat - Drobatz KJ, Beal MW, and Syring RS
- Monitoring and Intervention for the Critically Ill Small Animal (The Rule of 20), - Kirby R, Linklater A.
- Textbook of Small Animal Emergency Medicine- Drobatz KJ, Hopper K, Rozanski E, Silverstein DC

Veterinary ECC Technician Manuals-an edition of ONE of the following, published within the previous 10 years:

- Veterinary Emergency and Critical Care Manual -Mathews K
- Veterinary Emergency and Critical Care Procedures - Hackett TB, Mazzaferro EM
- Manual of SA Emergency and Critical Care Medicine - Macintire DK, Drobatz KJ, Haskins SC, Saxon WD. et al
- Advanced Monitoring and Procedures for Small Animal Emergency and Critical Care, Burkitt-Creedon JM, Davis H.

Fluid Therapy/Acid-Base/Electrolyte Disorders-an edition of the following text published within the previous 10 years:

- Fluid, Electrolyte, and Acid-Base Disorders in Small Animal Practice, 4th edition. - DiBartola SP

General Veterinary Internal Medicine-an edition of ONE of the following, published within the previous 10 years:

- Textbook of Veterinary Internal Medicine, 8th edition. - Ettinger SJ, Feldman EC, Cole E (eds)
- Small Animal Internal Medicine, 5th edition -Nelson RW, Couto CG

Respiratory Medicine- an edition of one the following texts:

- Clinical Canine and Feline Respiratory Medicine- Johnson LR (2010)
- Textbook of Respiratory Disease in Dogs and Cats- King LG (ed) (2004)

Veterinary Surgery-an edition of ONE of the following, published within the previous 10 years:

- Small Animal Surgery, -Fossum TW
- Textbook of Veterinary Small Animal Surgery, - Slatter D
- Veterinary Surgery: Small Animal Expert Consult -Johnston SA, Tobias KM

Veterinary Anesthesia-an edition of ONE of the following published within the previous 10 years:

- Veterinary Anesthesia & Analgesia -McKelvey D, Hollingshead KW
 - Veterinary Anesthesia and Analgesia - Grimm KA, Lamont LA, Tranquilli WJ, Green SA, Roberston SA
 - Handbook of Veterinary Anesthesia -Muir WW, Hubbell JAE
- Veterinary Ophthalmology – an edition of ONE of the following, published within the previous 15 years:
- Essentials of Veterinary Ophthalmology - Gelatt KN
 - Slatter’s Fundamentals of Veterinary Ophthalmology, Maggs D, Miller P, Ofri R.
- Veterinary Neurology-an edition of ONE of the following, published within the previous 15 years:
- Fundamentals of Veterinary Clinical Neurology. Bagley RS
 - Handbook of Veterinary Neurology -Lorenz MD, Coates J, Kent M
 - BSAVA Manual of Canine and Feline Neurology -Platt S, Olby N
 - Veterinary Neuroanatomy and Clinical Neurology - de Lahunta A, Glass E
 - Atlas and Textbook of Small Animal Neurology -Jaggy A, LeCouter R, Kent M
 - A Practical Guide to Canine and Feline Neurology -Dewey CW, da Costa RC
 - Small Animal Neurological Emergencies, Platt S, Garosi L
- Veterinary Oncology-an edition published within the previous 15 years:
- Withrow and MacEwen’s Small Animal Clinical Oncology -Vail DM, Thamm DH, Liptak J.
- Veterinary Cardiology-an edition of ONE of the following, published within the previous 15 years:
- Textbook of Canine and Feline Cardiology- Fox PR, Sisson D, Moise NS
 - Small Animal Cardiovascular Medicine - Kittleson MD, Keinle RD
 - Cardiovascular Disease in Small Animal Medicine -Ware WA
 - Manual of Canine and Feline Cardiology - Smith FWK, Tilley LP, Oyama M, Sleeper MM
- Veterinary Pediatrics-an edition of ONE of the following, published within the previous 15 years:
- Veterinary Pediatrics- Dogs and Cats from Birth to Six Months- Hoskins JD
 - Small Animal Pediatrics, by Peterson ME, Kutzler M
 - BSAVA Manual of Canine and Feline Reproduction and Neonatology -England G, von Heimendahl A
 - Canine Reproduction and Neonatology- Greer ML
- Veterinary Avian Medicine and Surgery-an edition of ONE of the following, published within the previous 15 years:
- Avian Medicine and Surgery -Altman RB, Clubb SL, Dorrestein GM, Quesenberry K
 - Avian Medicine and Surgery in Practice- Donely B
 - Essentials of Avian Medicine and Surgery -Coles B
- Veterinary Toxicology-an edition of ONE of the following, published within the previous 15 years:
- Veterinary Toxicology: Basic and Clinical Principles -Gupta RC
 - Clinical Veterinary Toxicology- Plumlee KH
 - Small Animal Toxicology - Peterson ME, Talcott MA
 - Blackwell’s Five-Minute Veterinary Consult Clinical Companion: Small Animal Toxicology - Hovda L, Brutlag A, Poppenga R, Peterson K
- Veterinary Diagnostic Imaging:
- Textbook of Veterinary Diagnostic Radiology -Thrall DE
 - Focused Ultrasound Techniques for the Small Animal Practitioner, Lisciandro GR
- Veterinary Clinical Pathology-an edition of ONE of the following published within the previous 15 years:

Textbooks Checklist

- Fundamentals of Veterinary Clinical Pathology -Stockham SL, Scott MA.
- Duncan and Prasse's Veterinary Laboratory Medicine: Clinical Pathology - Latimer KS
- Small Animal Clinical Diagnosis by Laboratory Methods - Willard MD, Tvedten H
- Veterinary Hematology and Clinical Chemistry - Thrall MA, Weiser G, Allison R, Campbell T

Specific Topic Areas of Veterinary Medicine- an edition of ALL of the following published within the previous 15 years:

- Canine and Feline Endocrinology,4th edition-Feldman EC, Nelson RW, Reusch C, Scott-moncrieff JC.
- Infectious Diseases of the Dog and Cat, 4th edition -Greene CE, Sykes J (eds)
- Nutritional Management of Hospitalized Small Animals, Chan DL (ed)
- Canine and Feline Gastroenterology,- Washabau RJ, Day MJ
- Manual of Veterinary Transfusion Medicine and Blood Banking- Yagi K, Holowaychuk M
- Ferrets, Rabbits, and Rodents- Quesenberry K, Mans C, Orcutt C, Carpenter J (ed)
- Current Therapy in Reptile Medicine and Surgery- Mader D, Divers SJ (eds)
- Exotic Animal Formulary - Carpenter R, Carpenter J, Marion C.
- Clinical Veterinary Advisor-Birds and Exotic Pets - Mayer J, Donnelly TM.

Veterinary Journals- All three are required to be available

- Journal of Veterinary Emergency and Critical Care
- Journal of the American Veterinary Medical Association
- NAVTA Journal