



Recent Graduate Handbook



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Important Contact Information

GVMA

6050 Peachtree Pkwy, Ste. 240-381, Norcross, GA 30092

Voice (678) 309-9800
Fax (678) 309-3361
Toll Free Long Distance (800) 853-1625
Website www.gvma.net
Email gvma@gvma.net

AVMA

1931 North Meacham Road, Suite 100, Schaumburg, IL 60173

Schaumburg (800) 248-2862
Washington (Government Relations Division) (800) 321-1473
Insurance Information
(AVMA Authorized Rep.) (770) 985-0988 / (800) 430-6568
Website www.avma.org
Email avmainfo@avma.org

Georgia State Board of Veterinary Medicine

237 Coliseum Dr., Macon, GA 31217

Voice (844) 753-7825
Website www.sos.ga.gov/index.php/licensing/plb/53

Georgia Department of Agriculture

19 M. L. King Drive, Atlanta, GA 30334

Voice (404) 656-3671
Companion Animal Health (dogs, cats, exotics) complaints on licensed
facilities, breeders (404) 656-4914
Animal Health & Reportable Diseases (404) 656-3667
Equine Health (404) 656-4914
Livestock/Poultry Field Forces (404) 656-4914

Georgia Department of Public Health

State of Georgia Bldg, 2 Peachtree St #5, Atlanta, GA 30303

Main Telephone (404) 657-2700
24/7 Public Health Emergency Line
1-866-PUB-HLTH (1-866-782-4584)
Rabies Questions (404) 657-2588

Georgia State Board of Pharmacy

237 Coliseum Dr., Macon, GA 31217

Voice (844) 753-7825
Website gbp.georgia.gov

Georgia Department of Human Resources

Voice (404) 656-4937
Website www.dhr.ga.gov
Rabies Laboratory (Testing) (404) 327-7980
Radiology (Health Care Division) (404) 657-5400

Georgia Dept. of Natural Resources (Wildlife Resources Division)

Voice(770) 918-6400
Website www.georgiawildlife.com

Georgia Poison Center

Voice (800) 222-1222
Administrative(404) 616-9237
Education.....(404) 616-9237
Website www.georgiapoisoncenter.org

Georgia Poultry Laboratory Network (GPLN)

Voice(770) 766-6810
Websitewww.gapoultrylab.org
Email.....customerservice@gapoultrylab.org

Canine Assistants (mobility-impaired free assistance)

Voice (800) 771-7221
Atlanta Area..... (770) 664-7178
Websitewww.canineassistants.org

Georgia Veterinary Technicians and Assistants Association

P.O. Box 80702, Athens, GA 30608

Emailturtlepower1@hotmail.com
Websitewww.GVTAA.org

IRS - Small Business Division

Websitewww.irs.gov/businesses/small-businesses-self-employed

National Poultry Improvement Plan (NPIP)

Voice(770) 922-3496
Websitewww.poultryimprovement.org

OSHA

Atlanta West Area Office..... (678) 903-7301
Atlanta East Area Office(770) 493-6644
Savannah Area Office(912) 652-4393

Pet Bereavement Hotlines

ASPCA Pet Loss Hotline.....1-877-GRIEF-10
University of Florida Grief Counselors..... (352) 392-4700, Ext. 1-4080

Small Animal Importation

(contact the Centers for Disease Control and Prevention)

Voice (404) 498-1670
Websitewww.cdc.gov

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State Government

Governor's Office (404) 656-1776
Website georgia.gov
House of Representatives - Public Information (404) 656-5082
Senate - Public Information (404) 656-5097
Consumer Service Unit (404) 656-3790

Georgia Emergency Management Agency (GEMA). (404) 635-7000
Website www.gema.ga.gov

University of Georgia, College of Veterinary Medicine

Athens, GA 30602

Website www.vet.uga.edu
Teaching Hospital (706) 542-3221
Continuing Education Information (706) 542-1451
Alumni Relations (706) 542-5732
Athens Diagnostic Laboratory (706) 542-5568
Tifton Diagnostic Laboratory (229) 386-3340

US FDA - Center for Veterinary Medicine

Voice (240) 402-7002
[www.fda.gov/about-fda/fda-organization/
office-foods-and-veterinary-medicine](http://www.fda.gov/about-fda/fda-organization/office-foods-and-veterinary-medicine)

USDA FSIS Veterinary Services (Meat and Poultry)

For food safety questions 1-888-674-6854
Website www.fsis.usda.gov

USDA APHIS Veterinary Services

Voice (770) 761-5426
Website www.aphis.usda.gov

US Drug Enforcement Agency (DEA)

Voice (202) 307-1000
Website www.dea.gov

Getting Your New Veterinary License

Veterinarians in Georgia are licensed by the Professional Licensing Board at the Georgia Secretary of State's Office. The application process can be daunting for a new graduate, so the GVMA has created this easy step-by-step list for your convenience.

Step 1: Go to the veterinary licensing board website - www.sos.ga.gov/index.php/licensing/plb/53

Step 2: Click on the "Application/Form Downloads" button and then on "Application - Veterinary Medicine".

Step 3: Print the license application and complete the form

Step 4: Get the application notarized (all applications must be notarized)

Step 5: Obtain the following items to mail with your notarized application

- \$100 APPLICATION FEE (non-refundable) - it is best to send a check or money order made out to the Georgia Secretary of State Professional Licensing Board.
- VERIFICATION OF VETERINARY COLLEGE EDUCATION - this form must be completed by the Academic Affairs Department at the UGA College of Veterinary Medicine.
- NATIONAL BOARD SCORES - If you have previously taken the NAVLE, NBE &/or CCT, you must have the scores transferred to the Georgia Board by contacting AAVSB at <http://www.aavsb.org/VIVA>.
- GEORGIA LAW EXAM: You must take and submit a completed Law Exam with a passing score. The exam can be downloaded from licensing board website at <http://www.sos.ga.gov/plb/veterinary>, and link to Application/Form Downloads. HINT: all the answers to the test questions can be found online, and all the answers must be correct or your application will be returned to you, increasing your application time.
- OFFICIAL TRANSCRIPT - sent directly from the school, showing Doctor of Veterinary Medicine Degree and date awarded. For transcripts visit www.reg.uga.edu/transcripts
- SECURE AND VERIFIABLE DOCUMENT - the following are acceptable forms:
 - o A United States passport or passport card.
 - o A United States military identification card.
 - o A driver's license or identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands.

- o A tribal identification card of a federally recognized Native American tribe identification.
- o A United States Permanent Resident Card or Alien Registration Receipt Card.
- o An Employment Authorization Document that contains a photograph of the bearer.
- o A passport issued by a foreign government.
- o Visit the veterinary licensing board – www.sos.ga.gov/index.php/licensing/plb/53 – for other forms of secure and verifiable documentation.

Step 6: Place all documents in a 9 X 12 envelope with pages unstapled and unfolded. Mail the application to:
Georgia State Board of Veterinary Medicine
237 Coliseum Drive, Macon, Georgia 31217

Other Important Information

- Keep the application checklist for your records, recording the date information was submitted.
- Keep a copy of your application.
- If any item is missing, incomplete or incorrect, your application cannot be reviewed by the Board.
- You will be notified of your completed application via email. You will not receive a paper veterinary license.
- The application process may take up to 25 days. An application is not deemed as complete until all documentation has been received, reviewed and processed.
- If you have not received notification from the Secretary of State's Office that you are licensed **you may not practice veterinary medicine**. If you begin employment after graduation from veterinary school but before obtaining approval of your licensure, you are considered an unlicensed professional and can only work as a Veterinary Assistant. Visit the GVMA website at www.GVMA.net and look for the Scope of Practice – Veterinary Assistants for the limitations.

Questions?

There is an FAQ page on the licensing board website at www.sos.ga.gov/index.php/licensing/plb/53 or call the Professional Licensing Board at 1-844-753-7825.

Georgia Licensure Information

1. What are the licensure requirements? What are the associated fees?

Veterinary Licensure Requirements:

- Completed application
- Fees as appropriate
- \$100 non-refundable application fee
- Completed application for the Veterinary Licensing Examination (NAVLE)

\$525 fee (check NAVLE website for most current fees) submitted along with the NAVLE application directly to:

National Board of Examination Committee for Veterinary Medicine

PO Box 1356, Bismarck, ND 58502

- Color Photograph taken within last 90 days
- Verification of graduation from College of Veterinary Medicine
- Foreign graduates must submit proof/certification of enrollment in the ECFVG from the American Veterinary Medical Association
- Foreign graduates must submit a copy of the ECFVG certificate before a license is issued

To be considered for licensure, applicants must submit passing scores from the NAVLE. If you have previously taken the CCT and the NBE and been unsuccessful in passing any section of these exams – you are now required to sit for the NAVLE.

Applicants who have previously successfully completed the NBE and CCT exams must submit certified copies of scores which can be obtained from:

Professional Examination Service

475 Riverside Drive, New York, NY 10115

2. Where can I find the veterinary medicine application?

The application package and other various forms are located online at www.sos.state.ga.us/cgi-bin/plbforms.asp?board=07

3. How long does it take to receive a license after submitting all required forms and documents?

Once the board office receives your passing score from the testing vendor and receives your licensure fee, a license number will be generated for you. The process generally takes four to six weeks.

4. Does Georgia have reciprocity with other states?

No, the Georgia State Board of Veterinary Medicine does not provide for licensure by reciprocity.

5. I am a foreign graduate. Can I obtain a Georgia license?

If you did not graduate from an American Veterinary Medical Association (AVMA) approved veterinary college, you must go through the Education Commission for Foreign Veterinary Graduates (ECFVG) before you can sit for the examination. For information on the ECFVG program, you may contact the AVMA, which sponsors the ECFVG program, at 1.800.248.2862.

If you are already enrolled in the program or if you have completed the program, you must submit proof/certification of the ECFVG from the AVMA.

License Renewal Information

1. When is my license up for renewal?

Every veterinarian is on the same renewal cycle. The cycle ends December 31 of even numbered years.

2. How do I renew my license?

Complete the renewal application that will be mailed to you at time of renewal, or you may renew on-line at: http://sos.ga.gov/index.php/licensing/plb/53/veterinary_medicine_licensure_information

3. How many continuing education credits do I need for renewal?

You are required to take 30 hours every two year cycle. Veterinarians are required to take two of these hours in legal, ethical and professional training. See the section on LEAP CE for more information.

4. This is my first renewal – am I required to take continuing education?

A veterinarian licensed on an odd numbered year must obtain 15 hours of continuing education. A veterinarian licensed during an even numbered year of a biennium is exempt from obtaining continuing education for that renewal period. After this time period, the entire 30 hours is required for each renewal.

5. Can I carry over any credits I earn over the required 30 hours?

No. Credits earned must be within the required two-year renewal period. Additional credits earned will not count towards the next renewal period. Credits earned outside the two-year period will be credited towards the next renewal period.

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6. Will the board keep track of my continuing education hours for me?

No, it is the responsibility of the licensee to keep track of his or her continuing education hours. If you are audited by the board, you will be required to show proof of your CE hours by producing your CE certificates for the events you attended.

7. Must I submit my CE hours to the Board office?

Only those Veterinarians randomly selected for Continuing Education audit must submit proof of their CE credits along with their renewal application. You will receive specific instructions if you are chosen for an audit.

8. How do I submit a name and/or address change?

The Board will accept address changes via letter or fax at (478) 207-1699. A name change request must be submitted in writing accompanied by supporting legal documents.

Special Licenses

1. How do I get my Drug Enforcement Agency license?

You must contact the Drug Enforcement Agency at 1-800-882-9539 or www.deadiversion.usdoj.gov/drugreg/process.htm. A DEA license is required for all veterinarians writing prescriptions for controlled drugs. Your license covers only you as an individual and cannot be used by other individuals.

2. USDA accreditation to write health certificates

The U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS), administers the National Veterinary Accreditation Program (NVAP). This voluntary program certifies private veterinary practitioners to work cooperatively with federal veterinarians and state animal health officials.

Georgia Veterinary Services Office
USDA, APHIS, VS
1506 Klondike Road, Ste. 300
Conyers, GA 30094
(770) 761-5426
vspsga@usda.gov



Georgia Continuing Education Requirements

Each veterinarian licensed to practice in the State of Georgia must obtain 30 hours of State Board approved continuing education every two years for license renewal. Of the 30 hours required, two per renewal period must be acquired in Georgia laws, rules and professionalism. Of the two hours; one must be acquired in person. Georgia licensees who do not practice in the State of Georgia are not required to meet the two hour requirement in Georgia laws, rules and professionalism. A veterinarian may not carry over continuing education credits from one biennium license renewal period to the next.

At the time of license renewal on years ending with an even number, each veterinarian shall certify to the Georgia State Board of Veterinary Medicine that he/she has completed the continuing education required for license renewal.

A veterinarian licensed during the first year of a biennium must obtain 15 hours of continuing education and is not required to meet the two hour requirement in Georgia laws, rules and professionalism. **A veterinarian licensed during the second year of a biennium is exempt from obtaining continuing education for that renewal period.** After this time period, the entire 30 hours is required for each renewal.

In the event that a veterinarian fails to verify or submit documentation of continuing education credits at the same time of renewal of his/her license, the Board will not process the renewal until continuing education requirements have been met and proof has been received and approved by the State Board. If documentation of continuing education is requested and not received by the Board prior to the expiration date, the license will expire.

Each veterinarian must maintain a record of credit hours earned and proof of attendance of such hours for a period of three years from the date of the preceding renewal period and must provide documentation to the State Board upon request.

Veterinarians who attend programs where more than one course is taught must maintain proof of the courses attended and the number of hours awarded for each course.

CE requirements continued on next page

LEAP CE

According to rule 700-7-.03, the Georgia State Board of Veterinary Medicine requires Georgia veterinarians to obtain continuing education (CE) in Georgia laws and rules, and legal, ethical and professional issues.



What is LEAP CE?

LEAP (Legal, Ethical and Professional) CE is an education program created by the GVMA to help veterinarians meet requirements from the Georgia State Board of Veterinary Medicine.

How many hours of LEAP CE are required?

Veterinarians must have at least two hours of their 30 required hours of continuing education in Georgia laws and rules, and legal, ethical and professional issues each biennial licensure period. Veterinary technicians are required to have one hour per licensure period.

How do I know what CE is approved?

The simple answer is to attend the GVMA LEAP CE offerings. The GVMA has worked directly with the State Board to create approved CE for all GVMA LEAP programs. If you are uncertain whether the CE you obtained from non-GVMA events meets the requirements contact the Georgia State Board of Veterinary Medicine at 1-844-753-7825.

Where can I get LEAP CE?

The GVMA works hard to include LEAP CE in its two major conferences during the summer and fall, as well as multiple two-hour sessions throughout the state. Visit www.gvma.net for specific dates and locations. The GVMA also has resources to provide LEAP CE throughout the state.

How much does LEAP CE cost?

LEAP CE is free for all GVMA members, and free registration for LEAP CE only is available for members at any meeting where LEAP CE is offered. If attending non-LEAP CE, regular registration rates apply. Registration rates will also apply to non-GVMA members.

Georgia State Board of Veterinary Medicine

What are the functions of the Georgia State Board of Veterinary Medicine?

The board regulates individual practitioners of veterinary medicine and requires each licensed veterinarian to maintain minimum standards of care, at the facility where he or she is employed, as set forth in the Board's rules.

Contact Information

237 Coliseum Drive, Macon, GA 31217 1-844-753-7825

What are the statutes and rules that govern veterinary medicine in the state of Georgia?

The practice of veterinary medicine in Georgia is governed by the State of Georgia and the laws created by its legislature. These laws can be found at – Title 43, Chapter 50 of the Official Code of Georgia Annotated.

The Veterinary Practice Act is the section of the Georgia code that specifically applies to the practice of veterinary medicine in Georgia. The complete Veterinary Practice Act can be found on the GVMA website at www.GVMA.net.

The State of Georgia has also given the Georgia State Board of Veterinary Medicine the ability to create rules, in addition to the law, that veterinarians must abide by. These rules can be found on the website of the state board at sos.georgia.gov/plb/veterinary

Wildlife Resources

Q – What is required in order for a veterinarian to treat wildlife?

A – You must be a licensed wildlife rehabilitator. This license is obtained from the Georgia Department of Natural Resources at (770) 761-3044.

Georgia Refuges

- Banks Lake National Wildlife Refuge
- Blackbeard Island National Wildlife Refuge
- Bond Swamp National Wildlife Refuge
- Eufaula National Wildlife Refuge
- Harris Neck National Wildlife Refuge
- Okefenokee National Wildlife Refuge
- Piedmont National Wildlife Refuge
- Savannah National Wildlife Refuge
- Wassaw National Wildlife Refuge
- Wolf Island National Wildlife Refuge

This list and additional information about each site can be found at www.fws.gov/georgia.

Five ways to avoid complaints to the Georgia State Board of Veterinary Medicine

1. Communicate plainly and show compassion when appropriate.

A majority of cases that come before the State Board of Veterinary Medicine involve some sort of communication issue, whether the client didn't understand instructions and therefore didn't comply with recommendations, the veterinarian failed to listen to and understand the client and case, or the animal owner felt the veterinarian lacked compassion, care, concern and sorrow for the outcome of the pet's health. The next time you are in a difficult situation with a client, remember nothing is gained in life from impatience, jealousy, arrogance, rudeness, and failing to say "I am sorry." Let your clients know that you share their sorrow, have concern for the health of their animal, or grieve for their loss.

2. Do not criticize other veterinarians. Veterinarians who speak poorly of the performance of others may become involved in a State Board complaint and, if the owner takes the issue to court, may be called as a witness against a colleague. Perhaps the symptoms the original veterinarian observed are totally different from the symptoms seen later.

3. Document the written record completely. The medical record is the primary means of protecting yourself and could be your best defense. Obtain client consent whenever possible. Any type of negative interaction with an animal owner should be noted in the record. *If it is not written/recorded there is no proof that it happened. Also, make sure to document declined services, treatments or medications.*

4. Obey the law. The American Bar Association labelled veterinary medicine an untapped resource for future income. Several U.S. law schools have specialized animal law degrees, and many law schools are now teaching their students and graduates how to bring lawsuits against veterinarians.

5. Assistants are not Technicians. In addition to exclusive veterinarian duties – such as making a diagnosis or prognosis; prescribing treatments, medications, or appliances; performing surgery; and administering rabies vaccine – there are several functions that are prohibited for assistants, including:

- performing non emergency intubation, central venous catheterization and arterial catheterization
- inducing anesthesia
- arterial collection for any animal
- identifying himself/herself as a veterinary technician

Practicing Veterinary Medicine in Georgia

Activities not prohibited (*Georgia Code - 43-50-44*)

(1)

(A) An employee of the federal, state, or local government or any contractual partner thereof from performing his or her duties relating to animals owned by or on loan to such employer or the control of stray animals; or

(B) Any employee of a public or private college or university from performing his or her duties relating to animals owned by or on loan to such employer;

(2) A person who is a regular student in a veterinary school or school of veterinary technology performing duties or actions assigned by his or her instructors or working under the supervision of a licensed veterinarian;

(3) A person, compensated or otherwise, from performing acceptable livestock management practices, which practices shall include, but not be limited to, castration of food animals, dehorning without the use of prescription drugs or surgical closure of wounds, hoof trimming or shoeing, docking, ear notching, removing needle teeth, testing for pregnancy, implantation of over-the-counter growth implants, implantation of over-the-counter identification devices, artificial insemination, the use of federally approved over-the-counter products, branding, collecting of fluids for genetic identification and classification, semen collection and storage, and the use of ultrasound for collection of production data and similar nondiagnostic purposes;

(4) A person assisting with a nonsurgical fetal delivery in a food animal, provided that no fee is charged;

(5) The actions of a veterinarian currently licensed in another state, province of Canada, or a United States territory in consulting with a licensee of this state but who:

(A) Does not open an office or appoint a place to do business within this state;

(B) Does not print or use letterhead or business cards reflecting in-state addresses;

(C) Does not establish answering services or advertise the existence of a practice address within this state;

(D) Does not practice veterinary medicine as a consultant rendering services directly to the public without the direction of a licensed veterinarian of this state more than two days per calendar year; and

(E) Is providing services for an organization conducting a public event lasting less than ten days that utilizes animals in need of veterinary examinations, treatments, or oversight to promote the safety and health of the public, the event, and the animal participants; provided, however, that a veterinarian licensed in another state who practices veterinary medicine on animals belonging to residents of this state by communicating directly with such owners and independent of the attending veterinary licensee is not exempt from this state's licensing requirements;

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Activities Not Prohibited continued...

(6) Any merchant or manufacturer selling, at his or her regular place of business, medicines, feed, appliances, or other products used in the prevention or treatment of animal diseases. This shall not be construed to authorize the sale of medicines which must be obtained by a prescription from a pharmacist but shall only include the right to sell those medicines which are classified as proprietary and which are commonly known as over-the-counter medicines;

(7)

- (A) The owner of an animal or the owner's full-time regular employee caring for and treating the animal belonging to such owner; or
- (B) The owner's friend or relative caring for or treating the animal belonging to such owner, provided that no fee is charged and the friend or relative does not solicit, advertise, or regularly engage in providing such care or treatment or administer or dispense prescription drugs without a valid prescription;

(8) The owner, operator, or employee of a licensed kennel, animal shelter, or stable or of a pet-sitting service providing food, shelter, or supervision of an animal or administering prescription drugs pursuant to prescription of a licensed veterinarian or over-the-counter medicine to an animal;

(9) A member of the faculty, a resident, an intern, or a graduate student of an accredited college or school of veterinary medicine or school of veterinary technology performing his or her regular nonclinical functions or a person lecturing or giving instructions or demonstrations at an accredited college or school of veterinary medicine or school of veterinary technology in connection with a continuing education course or seminar;

(10) Any person selling or applying any pesticide, insecticide, or herbicide;

(11) Any person engaging in bonafide scientific research which reasonably requires experimentation involving animals;

(12) Any person performing artificial insemination;

(13) An employee of a licensed veterinarian administering prescribed care to an animal under the appropriate supervision of the veterinarian;

(14) A graduate of a foreign college or school of veterinary medicine who is in the process of obtaining the ECFVG certificate or its substantial equivalent performing duties or actions under the direct supervision of a licensed veterinarian;

(15) The owner of an animal, the owner's employee, or a member of a nationally recognized organization that acknowledges individuals performing embryo transfer or artificial breeding and which organization is approved by the board from:

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Activities Not Prohibited continued...

- (A) The nonsurgical removal of an embryo from an animal for the purpose of transplanting such embryo into another female animal, cryopreserving such embryo, or implanting such embryo in an animal, provided that the use of prescription medications in such animals is maintained under the direction of a licensed veterinarian with a valid veterinarian-client-patient relationship; or
 - (B) The testing and evaluation of semen;
- (16) Any other licensed or registered health care provider utilizing his or her special skills so long as the treatment of the animal is under the direction of a licensed veterinarian with a valid veterinary-client-patient relationship;
- (17) A person performing soft tissue animal massage or other forms of soft tissue animal manipulation;
- (18) A person performing aquaculture or raniculture management practices;
- (19) A person implanting electronic identification devices in small companion animals; or
- (20) An employee or contractual partner of a zoological park or aquarium accredited by the American Zoo and Aquarium Association or other substantially equivalent nationally recognized accrediting agency as determined by the board from performing his or her duties that are approved by a licensed veterinarian and relate to animals owned by or on loan to such zoological park or aquarium.

Scope of Practice for Veterinary Technicians

State Board Rules 700-14-.01 through 700-14-.04

The purpose of this chapter is to outline the scope of practice for veterinary technicians and the level of supervision required when veterinary technicians perform assigned tasks.

Immediate Supervision (700-14-.01)

A veterinary technician working under the direction of a licensed veterinarian may provide the following animal patient care under immediate supervision:

- surgical assistance

Direct Supervision (700-14-.02)

A veterinary technician working under the direction of a licensed veterinarian may provide the following patient care under direct supervision:

- euthanasia
- administration of blood or blood components to animal patients
- application of splints and slings
- dental procedures including, but not limited to the removal of calculus, soft deposits, plaque and stains; the smoothing, filing, and polishing of teeth; or the floatation or dressing of equine teeth
- non-emergency intubations
- induce anesthesia
- maintenance of anesthesia
- assisting any duly licensed veterinarian in the measuring of quantities of medication, but excluding the dispensing, compounding, or mixing of drugs
- dental extraction not requiring sectioning of the tooth or the resectioning of bone
- perform central venous
- perform arterial catheterization/arterial collection

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Definitions

Immediate supervision

means that the licensed veterinarian is in audible and visual range of the animal patient and the person treating the animal.

Direct supervision

means that the licensed veterinarian is on the premises and is quickly and easily available and that the animal patient has been examined by a licensed veterinarian at such time as acceptable veterinary medical practice requires, consistent with the particular delegated animal health care task.

Indirect supervision

means the licensed veterinarian is not on the premises but has given either written or oral instructions for the treatment of the animal patient and the animal has been examined by a licensed veterinarian at such times as acceptable veterinary medical practice requires, consistent with the particular delegated health care task. Not Allowed means the specified group is not allowed to perform this task.

RVT - has passed the National Veterinary Technician Exam and has registered with the Georgia State Board of Veterinary Medicine.

Assistant - has 'on the job training' or a single year of formal training.

Indirect Supervision (700-14-.03)

Animal Patient Care

A veterinary technician working under the direction of a licensed veterinarian may provide the following animal patient care under indirect supervision:

- administration and application of treatments, drugs, medications and immunological agents by oral, parenteral and injectable routes, excluding rabies vaccine for animals required to receive a rabies vaccine by Georgia law
- initiation of parenteral fluid administration
- intravenous catheterizations
- radiography including settings, positioning, processing, and safety procedures
- collection of blood for diagnostic purposes; collection of urine by expression, cystocentesis, or catheterization; collection and preparation of tissue, cellular, or microbiological samples by skin scrapings, impressions, or other nonsurgical methods for diagnostic purposes
- routine laboratory test procedures
- supervision of the handling of biohazardous waste materials
- blood or blood component collection and preparation for transfusion

Emergency Care

A veterinary technician working under the direction, supervision and control of a duly licensed veterinarian may provide the following emergency animal patient care under indirect supervision:

- application of tourniquets and/or pressure bandages to control hemorrhage
- resuscitative procedures
- application of temporary splints or bandages to prevent further injury to bones or soft tissues
- application of appropriate wound dressings and external supportive treatment in severe wound and burn cases
- external supportive treatment in heat prostration cases

Additional Care

- Grooming procedures and non-invasive skin (topical) treatment
- handling of biohazardous waste materials

Restrictions (700-14-.04)

A veterinary technician is not permitted to do the following:

- make any diagnosis or prognosis
- prescribe any treatments, drugs, medications, or appliances
- perform surgery
- administer a rabies vaccine to any official vaccinate

Scope of Practice for Veterinary Assistants

Chapter 700-15, Rule 700-15-.01 through 700-15-.04

The purpose of the chapter is to outline the supervision responsibilities for veterinary assistants and the supervision required when veterinary assistants are assigned animal care tasks.

Immediate Supervision (700-15-.01)

A licensed veterinarian is responsible to assure that the following tasks being performed by veterinary assistants is under immediate supervision:

- surgical assistance
- maintenance of anesthesia
- application of splints and slings

Direct Supervision (700-15-.02)

A licensed veterinarian is responsible to assure that the following tasks being performed by veterinary assistants is under direct supervision:

- intravenous catheterizations
- collection of blood for diagnostic purposes; collection of feces: collection of urine by expression; collection and preparation of tissue, cellular, or microbiological samples by skin scrapings, impressions, or other nonsurgical methods except when in conflict with government regulations
- dental procedures including, but not limited to the removal of calculus, soft deposits, plaque and stains; the smoothing, filing, and polishing of teeth; or the flotation or dressing of equine teeth
- routine laboratory test procedures
- radiology assistance
- assisting any duly licensed veterinarian in the measuring of quantities of medication, but excluding the dispensing, compounding, or mixing of drugs

Indirect Supervision (700-15-.03)

Animal Patient Care

A licensed veterinarian is responsible to assure that the following tasks being performed by veterinary assistants is under indirect supervision:

- administration and application of treatments, drugs, medications and immunological agents by oral, parenteral and injectable routes (subcutaneous, intramuscular, and patent intravenous catheter), excluding rabies vaccine for animals required to receive a rabies vaccine by Georgia law
- grooming procedures and non-invasive skin (topical) treatment
- handling of biohazardous waste materials

Emergency Care

Under conditions of an emergency, veterinary assistants may render the following life-saving aid and treatment after identifying himself/herself as a veterinary assistant:

- application of tourniquets and/or pressure bandages to control hemorrhage

continued on next page

- administration of parenteral fluids shall only be performed after direct communication with a duly licensed veterinarian, and such veterinarian is either present or enroute to the location of the distressed animal
- resuscitative procedures
- application of temporary splints or bandages to prevent further injury to bones or soft tissues
- application of appropriate wound dressings and external supportive treatment in severe wound and burn cases
- external supportive treatment in heat prostration cases

Restrictions (700-15-.04)

A veterinary assistant is not permitted to do the following:

- make any diagnosis or prognosis
- prescribe any treatments, drugs, medications, or appliances
- perform surgery
- administer a rabies vaccine to an official vaccinate
- identify himself/herself as a veterinary technician



Requirements to Apply for USDA Veterinary Accreditation

USDA accreditation is needed for any veterinarian that wants to write health certificates for interstate movement or for any other purpose it would be required.

There are 2 levels—
level 1 and 2.

Level 1 is primarily
for small animal
veterinarians.

Level 2 is for vets that
will work with livestock,
horses and small animals.

Each requires a different
amount of modules to be
completed for renewal.

Level 1—3 modules

Level 2—6 modules



FYI: Accreditation is state specific so if you move to another state, you must get accredited in that state.

USDA accreditation is free!

A candidate for veterinary accreditation must fulfill the following requirements:

1. Graduate from a school of veterinary medicine
2. Submit an application (the application includes your certification of the 16 performance tasks) to the Area Office. The 16 performance tasks are as follows:

Applicants for accredited status must be able to:

- Perform physical examinations of individual animals, and visually inspect herds or flocks, to determine whether the animals are free from any clinical signs suggestive of communicable disease;
- Recognize the common breeds of livestock so as to be able to record breed information on official documents;
- Recognize brucellosis tattoos and calfhood vaccination tags, and determine the state of origin of eartags, to properly identify animals in interstate commerce;

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- Estimate the age of livestock using a dental formula;
 - Apply an eartag, tattoo, backtag, and legband;
 - Certify the disease status of a poultry flock with regard to disease caused by *Salmonella enteritidis*, chlamydiosis and exotic Newcastle disease, by evaluating records of the flock's participation in and testing by Federal and State poultry health programs;
 - Properly complete certificates for domestic and international movement of animals;
 - Apply and remove official seals;
 - Perform a necropsy on livestock;
 - Recognize clinical signs and lesions of exotic animal diseases;
 - Plan a disease control strategy for a livestock unit;
 - Vaccinate for brucellosis and fill out the vaccination certificate;
 - Draw and ship blood for testing;
 - Perform a caudal fold test for tuberculosis;
 - Develop appropriate cleaning and disinfection plans to control communicable livestock disease spread; and
 - Explain basic principles for control of diseases for which APHIS or APHIS-State cooperative programs exist, such as brucellosis, pseudorabies, and tuberculosis.
- 3.** Complete a core orientation session (note: this is normally given while you are still in school)
 - 4.** Complete a supplemental orientation if required by the Area Veterinarian in Charge (AVIC) in cooperation with the State Animal Health Official (SAHO)
 - 5.** Be licensed or legally able to practice without supervision in the State in which the candidate applies
 - 6.** Obtain application approval

Application information is also available on their website at:
www.aphis.usda.gov

Record Keeping

GA State Board Rule 700-12-.04 addresses the proper maintenance of patient records.

(1) Complete, accurate and legible records must be maintained on all animals, or animal groups, including but not limited to, animal owner information, animal identification, and veterinary care.

(A) All records must be maintained for a minimum of 3 years (including diagnostic imaging and other patient data).

(b) The veterinarian must furnish clients with an established mailing address for obtaining medical records.

Authority O.C.G.A. Secs. 43-1-25, 43-50-21, 43-50-41. History. Original Rule entitled "Record Keeping" adopted. F. Apr. 8, 2004; eff. Apr. 28, 2004

This Rule can also be found at the following links:

<http://rules.sos.state.ga.us/GAC/700-12-.04> or <http://rules.sos.state.ga.us/gac/700-12>

Legal Considerations for Medical Records

Patient records should be retained at least 1 year past the longest statute of limitations for a cause of action (torts such as malpractice, ordinary negligence, breach of contract, injury to personal property, etc.) in the state where the practice is located.

In Georgia the statute of limitations for negligence (ordinary or professional) is 2 years, whereas a breach of contract action varies among states from 3-5 years. A conservative estimate of the retention time is 5-6 years in Georgia.



Statute of Limitations

There are several factors, especially in Georgia, which can act to toll the statute of limitations, i.e., acts or events that delay or not allow the "clock to start ticking". Please consult an attorney regarding specific cases.

Minimum Record Standards

Georgia Code 700-8-.01(c) Failure to Maintain Patient Records:

1. A veterinarian shall prepare and maintain a record reflecting the care and treatment of animals treated.
2. These records shall contain clinical information sufficient to justify the diagnosis and warrant treatment and shall, if applicable, include but not be limited to the following information: (i) Name, address and telephone number of the animal's owner; (ii) Name of attending veterinarian and staff rendering care;
 - (iii) Patient identification, including name, ages, sex and breed;
 - (iv) Dates of examination, treatment and custody of the animal;
 - (v) Patient history;
 - (vi) Presenting complaint;
 - (vii) Vaccination history;
 - (viii) Findings from physical examination, including temperature and weight;
 - (ix) Clinical lab reports, if applicable;
 - (x) Medication and treatment, including frequency;
 - (xi) Anesthetic, including type and amount, if applicable;
 - (xii) Details of surgical procedure with complications and/or abnormalities noted, if applicable;
 - (xiii) Progress and disposition of the case;
 - (xiv) Differential diagnoses; and
 - (xv) X-rays if applicable.
3. All records shall be kept in a readily retrievable form, shall be recorded contemporaneously, and shall be filed promptly following treatment.
4. Patient records shall be kept by a veterinarian for three (3) years after a patient's last visit, notwithstanding any other provisions of law.
5. All records are the sole property of the veterinarian, however, copies must be made available to the owner of the animal upon their written request. Such records must be made available within ten (10) business days from request. The veterinarian may charge a reasonable charge for the search, retrieval, duplication and, if applicable, mailing of the patient records.
6. Failure to keep records as required by this subparagraph shall constitute a failure to conform to the minimal standards of acceptable and prevailing veterinary medical practice.

Releasing Medical Records

Q – I have a new client and I would like to get the patient’s records from the previous veterinarian. Can I just call and have them sent to me?

A – Patient medical records are the property of the veterinarian, however Board Rule 700-8-.01 (c)(5) requires copies of patient records (including x-rays) to be made available to the owner of an animal. You may charge a reasonable fee to the owner. There is no requirement that they be made available to other veterinarians. It is recommended that every veterinarian create a records request form that your client can fill out if they want a copy of the records.

Q – Do I have to release medical records even if the pet owner has not paid the bill?

A – Records must be provided when requested by the owner per Board Rule 700-8-.01 (c)(5). Outstanding balances can be sought through civil remedy.

Q – How long do we need to keep medical records and X-rays ?

A – This is text from the Rules of the Georgia State Board of Veterinary Medicine. You can review all the rules at www.sos.state.ga.us/acrobat/PLB/Rules/chapt700.pdf

700-8-.01-3. All records shall be kept in a readily retrievable form, shall be recorded contemporaneously, and shall be filed promptly following treatment. 4. Patient records shall be kept by a veterinarian for three (3) years after a patient’s last visit, notwithstanding any other provisions of law.

Important note: the IRS requires records be kept for seven years, so be sure to make that distinction in your record keeping. Also, the three year rule applies whether the pet is living or deceased.

Releasing Pets

Q – Do I have to release the pet even if the pet owner has not paid the bill?

A – No. Every licensed veterinarian shall have a lien on each animal or pet treated by them while in their custody and under contract with the owner of the animal or pet for the payment of charges for the treatment of the animal. The veterinarian shall have the right to retain the animal until the charges are paid.

Georgia Code 44-14-490. Lien for treatment, board, or care of animal; right to retain possession

- (a) Every licensed veterinarian shall have a lien on each animal or pet treated, boarded, or cared for by him or her while in his or her custody and under contract with the owner of the animal or pet for the payment of charges for the treatment, board, or care of the animal or pet; and the veterinarian shall have the right to retain the animal or pet until the charges are paid.

- (b) (1) As used in this subsection, the term:
- (A) “Charges” means:
 - (i) Any charges, fees, expenses, and reimbursements which have been contracted for, agreed to, or otherwise mutually acknowledged by written agreement, course of conduct, or understanding, including but not limited to:
 - (I) Board, care, services, and treatment of the animal or pet, whether provided by the operator or by a third party and incurred by the operator;
 - (II) Farrier and veterinary fees and expenses incurred by the operator for or on behalf of the boarded animal or pet; and
 - (III) Fees and expenses for transportation of the animal or pet; and
 - (ii) Late payment fees, returned check fees, and all costs of collection, including but not limited to reasonable attorney’s fees and expenses of litigation and costs of sale. Charges shall not include fees, expenses, or commissions of any kind relating to purchase, sale, or lease of such animal or pet, other than a sale pursuant to Code Section 44-14-491.

Other related statutes

44-14-492. Disposition of sale proceeds

When any animal or pet is sold as authorized in this part to satisfy a lien for any of the services enumerated in Code Section 44-14-490, any surplus realized from the sale after payment of the charges and any expenses incurred in making the demand for payment thereof in connection with the sale shall be paid to the owner of the animal or pet.

44-14-493. Necessity of other legal proceedings

Other than compliance with the requirements of this part, no legal proceedings shall be necessary for the enforcement of the lien created by this part.

44-14-494. Criminal liability under Code Section 44-14-491

It shall not constitute a violation of Code Section 16-12-4 if a licensed veterinarian or an operator of a facility for boarding animals or pets disposes of an animal or pet as provided in Code Section 44-14-491.

Rabies Vaccination Protocols

In Georgia, only a licensed veterinarian may administer parenteral animal rabies vaccines (Animal Industry Rule 40-16-1-.09 and O.C.G.A. § 31-19-5). Any questions regarding cases of animal and/or human exposure, please contact the GA Department of Public Health @ 404-657-2588 or go to <https://dph.georgia.gov/>. This website will provide a link to the most recently updated Rabies Control Manual.



You can also contact your local health department and the animal control officer of your county for discussion of cases.

Rule 40-16-1-.09. Hazardous Biologicals, Authority to Impound

Biologicals which are determined to be hazardous, and those biologicals not meeting the requirements as set out in these and any other rules and regulations or orders as may be promulgated by the Commissioner of Agriculture of this state and any laws as may pertain thereto, shall be subject to impoundment, confiscation, seizure, and any other action that may be deemed necessary to assure the proper control thereof. Biologicals and test antigens such as Brucella vaccine, Pseudorabies vaccine, Brucella antigen, and tuberculin are restricted for sale to and use by or under direction of a veterinarian accredited by the USDA and licensed under the Georgia Veterinary Practice Act, and employees of the state and federal government approved by the State Veterinarian; provided, however, that rabies vaccine may be sold to and used by any veterinarian licensed under the Georgia Veterinary Practice Act.

What does this mean? Veterinarians no longer have to be licensed and USDA accredited to administer rabies vaccines.

**For questions about
rabies please contact
the Department
of Public Health at
404-657-2588.**

Insurance Guide

Now that you are a doctor of Veterinary Medicine, you must consider the many types of insurance designed to protect you and your practice. Insurance is designed to protect you from unexpected losses so that you can maintain your current standard of living.

Dental

There are strong links between good oral health and overall health. Moreover, studies show that investing in preventive dental care saves money in the long run by reducing costly restorative care.

Life

Life insurance provides protection for those dependant on your income. Often time's banks will require life insurance on those opening new clinics to insure the loan as a collateral assignment. There are two main types of life insurance; whole life which offers a guaranteed payout and term life which is inexpensive but only offers payment if loss occurs within the agreed term.

Disability

One in five individuals will experience a disability, according to the U.S. Census Bureau. There are two types of disability insurance; short term disability that is designed to cover your loss quickly for up to 6 months and long term disability that is designed to cover you through your working age and into retirement. It is recommended to secure disability before an injury or loss.

Professional Overhead Expense

While disability insurance may safeguard your income, a disability could also threaten the continuation of your practice. Professional Overhead Insurance addresses the cost of keeping a business open during the disability of an owner or partner and can also be required by a bank when building a new clinic.

For more information about personal lines of coverage please contact Philip Ladner with American Veterinarians' Insurance at 866.252.2627 or www.amvetins.com

Commercial Insurance Coverages

Professional Liability Coverage

Professional Liability or “Errors & Omissions” Insurance (similar to malpractice insurance for physicians and other medical providers) provides coverage in the event you are legally obligated to pay for economic damages to your client or a third party allegedly caused by your negligence, error or omission in the performance of your professional services. Although professional liability insurance is not required in Georgia, it is highly recommended.

Workers Compensation

Workers’ Compensation Insurance provides medical and disability coverage for company employees in the event of a work-related illness or injury. Georgia law requires veterinary practices with three or more employees (owners and officers may be exempted) to have a workers compensation policy.

Commercial Auto Coverage

Hired/non-owned auto liability is a must if employees use their personal vehicles for business-related errands or house calls. Uninsured and underinsured motorist coverage’s are available by endorsement.

Employment Practice Liability

EPLI insurance provides the protection you need should one of your employees allege any number of employment practice violations. These violations include age, race or gender discrimination, wrongful termination and sexual harassment. EPLI is essential coverage for today’s employment agency.

Business Owners Policy

A BOP policy includes General Liability insurance to cover your commercial liability and property insurance for physical assets, such as contents, that are leased or owned. The BOP insurance policy may also cover loss of business income and extra expense resulting from an insured peril.

Umbrella Coverage

Umbrella or “Excess Liability” Insurance provides you with an extra layer of protection in the event you have large or multiple claims that exceed your General Liability, Commercial Auto or Employment Practices Liability policies.

For more information about personal lines of coverage please contact Philip Ladner with American Veterinarians’ Insurance at 866.252.2627 or www.amvetins.com

Top 10 Protections Every Veterinarian Should Have

An independent personal finance consultant has provided us with the top 10 personal protections veterinarians should have when entering the profession.

- 1. Current last will and testament** – A will or testament is a legal declaration by which a person, the testator, names one or more persons to manage his or her estate and provides for the distribution of his or her property at death. Wills are often drafted by an attorney, but may also be created using online legal software.
- 2. Advance healthcare directive “living will”** – An advance healthcare directive, also known as living will, personal directive, advance directive, or advance decision, is a legal document in which a person specifies what actions should be taken for their health if they are no longer able to make decisions for themselves because of illness or incapacity.
- 3. Durable power of attorney** – A power of attorney or letter of attorney is a written authorization to represent or act on another’s behalf in private affairs, business, or some other legal matter, sometimes against the wishes of the other. The person authorizing the other to act is the principal, grantor, or donor (of the power). The one authorized to act is the agent or, in some common law jurisdictions, the attorney-in-fact (attorney for short).
- 4. Funeral arrangements** – when funeral arrangements are not made in advance, the arrangements are often left to family and loved ones during a time of great grief and stress
- 5. Where are your important documents?** – consider using a safe deposit box, or a fireproof safe, and keep backup files in online or digital storage.
- 6. Video your wishes** – video documenting your wishes and leaving the video with an attorney, family member or friend, is an excellent and safe means of ensuring your wishes are followed when you are not able to deliver them.
- 7. Personal umbrella policy** – A personal umbrella policy (PUP) is a type of insurance that provides liability coverage over and above your automobile or homeowners policy. So, if your liability coverage isn’t enough to cover the damages of an accident you cause or an incident on your property, a personal umbrella insurance policy kicks in right where your other liability underlying limits have been reached. An umbrella policy can protect you when your automobile or homeowners insurance isn’t enough.
- 8. Estate Planning** – Estate planning can be used to eliminate uncertainties over the administration of a probate and to maximize the value of the estate by reducing taxes and other expenses.
- 9. Proper disability insurance coverage**
- 10. Tax exempt retirement plan**

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