



Veterinary Surgeons' Board



Responsibilities of the Managing Veterinary Surgeon

PREAMBLE

The *Veterinary Surgeons Act 1960* (Act) requires that a veterinary hospital or clinic is under the management of a registered veterinary surgeon and that the Board is informed in writing the name of the person who has accepted appointment to this position.

A veterinary practice will not be granted registration unless a managing veterinary surgeon has been appointed.

These Guidelines describe the responsibilities of the managing veterinary surgeon of a veterinary premise.

APPLICATION

These Guidelines apply from and including 14 August 2018.

These Guidelines may be superseded by subsequent versions. To ascertain whether this version has been superseded, view the current version on the Board's website at www.vsbwa.org.au

It is the responsibility of the managing veterinary surgeon to be conversant with the current version of these Guidelines.

DEFINITIONS

Veterinary premises – a veterinary clinic or veterinary hospital.

Veterinary clinic – means any premises at which veterinary surgery is practised, but at which animals are not retained overnight.

Veterinary hospital – means any premises which veterinary surgery is practised at which animals receive treatment, nursing care, and other services required for the reception, treatment and care of animals suffering from disease or injury or in need of surgical or medical treatment or assistance.

Managing veterinary surgeon – a veterinary surgeon who is approved as the managing veterinary surgeon of a veterinary premise and is responsible for the overall veterinary management of the premise.

GUIDELINES

The duties of the managing veterinary surgeon of a veterinary premise include but are not limited to:

1. **Protocols:** The veterinary manager must take reasonable steps to ensure protocols are developed and adopted by staff to ensure that the veterinary premise operates in compliance with the Act, the *Medicines and Poisons Act 2014*, *Radiation Safety Act 1975*, *Occupational Safety and Health Act 1974* and other relevant legislation.
2. **Attendance:** The veterinary manager must:
 - a. Have sufficient oversight of the operations of the veterinary premise which may include frequent physical attendance;

- b. organise a replacement managing veterinary surgeon who has agreed in writing to take on the role if they will not be attending the veterinary premises for more than 4 weeks; and
 - c. inform the Board in writing if they resign as the veterinary manager.
3. **Staff:** The veterinary manager must ensure that:
- a. all veterinary surgeons at the veterinary premise are registered with the Board;
 - b. all veterinary nurses performing acts of veterinary surgery are approved by the Board;
 - c. all trainee veterinary nurses performing acts of veterinary surgery are authorised by the Board; and
 - d. take reasonable steps to ensure that staff only perform acts of veterinary surgery that they are permitted to perform under the Act.
4. **Cooperation with the Board:** The veterinary manager must:
- a. ensure that the veterinary premise is registered and compliant with the Board's guidelines on premise standards; or have sought and received exemptions from the Board;
 - b. facilitate the veterinary premise being inspected on behalf of the Board;
 - c. upon request furnish the Board with information or additional information relating to the veterinary premise; and
 - d. facilitate the provision of information requested by Board staff for the purpose of investigating a complaint relating to the premise or staff.

DISCLAIMER

This document (printed, electronic or any other medium) cannot be regarded as legal advice.

Although all care has been taken in preparing these Guidelines they do not replace advice specific to the reader's circumstances. Where necessary, advice must be sought from competent legal practitioners. Neither the authors nor the Veterinary Surgeons' Board of Western Australia accept or undertake any duty of care relating to any part of these Guidelines.