



# VETERINARY PRACTICE BOARD WESTERN AUSTRALIA



## Responsibilities of the Veterinary Supervisor

### PREAMBLE

The *Veterinary Practice Act 2021 (Act)* requires that a veterinary premises is under the management of a registered veterinarian and that the Board is informed in writing the name of the person who has accepted appointment to this position.

A premises will not be granted registration as a veterinary premises unless it is under the management of a registered veterinarian who has been appointed as the veterinary supervisor.

These Guidelines describe the responsibilities of the veterinary supervisor of a veterinary premises .

### APPLICATION

These Guidelines apply from and including 14 February 2023.

These Guidelines may be superseded by subsequent versions. To ascertain whether this version has been superseded, view the current version on the Board's website at [www.vpbwa.org.au](http://www.vpbwa.org.au)

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

### DEFINITIONS

**Veterinary Premises** – means a premises from which a veterinary practice business is carried at or from and is registered by the Board to do so. .

**Veterinary Practice Business** - is a business that involves 'the practice of veterinary medicine by 1 or more veterinarians'

**Veterinary Supervisor** – in respect of veterinary premises, means a veterinarian who is approved as the supervising veterinarian of a veterinary premises and is responsible for the overall veterinary management of the premises.

### GUIDELINES

The duties of the Veterinary Supervisor of veterinary premises include but are not limited to:

1. **Protocols:** The Veterinary Supervisor must take reasonable steps to ensure protocols are developed and adopted by staff to ensure that the Veterinary Premises operate in compliance with the Act, the *Medicines and Poisons Act 2014 (WA)*, *Radiation Safety Act 1975 (WA)*, *Occupational Safety and Health Act 1984 (WA)*, and all other applicable legislation.
2. **Attendance:** The Veterinary Supervisor must:
  - a. have sufficient oversight of the operations of the veterinary premises, including frequent physical attendance;
  - b. if the Veterinary Supervisor will not be attending the veterinary premises for

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- a continuous period of more than 4 weeks, organise a replacement managing veterinarian who has agreed in writing to perform the role during that period; and
  - c. inform the Board in writing if they resign as the Veterinary Supervisor.
3. **Veterinary Acts and Services:** The Veterinary Supervisor must ensure that all persons who are:
- a. veterinarians, performing acts of veterinary medicine in or in connection with a veterinary premises, are registered with the Board;
  - b. veterinary nurses, performing duties and veterinary services of a veterinary nurse in or in connection with the veterinary premises, are registered by the Board;
  - c. veterinarians, supervising or directing veterinary nurse students to perform veterinary services in or in connection with the veterinary premises, are approved by the registered training organisation at which the students are enrolled to supervise or direct the performance of the veterinary services veterinarians , supervising or directing veterinary students to perform veterinary services in or in connection with the Veterinary premises, are approved by the universities at which the students are enrolled to supervise or direct the performance of the veterinary services; and
  - d. performing acts of veterinary surgery or duties and veterinary services in or in connection with the veterinary premises are permitted to perform them under the Act.
4. **Cooperation with the Board:** The Veterinary Supervisor must:
- a. ensure that the veterinary premises are registered and compliant with the Board's guidelines on premises standards or, to the extent they are not, are the subject of relevant exemptions granted by the Board;
  - b. facilitate the veterinary premises being inspected on behalf of the Board; and
  - c. upon request from the Board or its representatives, provide, or facilitate the provision of, information or additional information relating to the veterinary premises or for the purposes of the investigation of a complaint relating to the veterinary premises or staff of the veterinary premises.

## **DISCLAIMER**

These Guidelines (printed, electronic or any other medium) do not constitute legal advice. Readers are encouraged to seek their own professional advice to determine their obligations under the Act, subsidiary legislation made under the Act and other applicable laws. It is the responsibility of those persons regulated by the Act to determine their obligations. The authors, the Veterinary Practice Board of Western Australia (**Board**), the members of the Board and the staff of the Board accept no liability for losses caused by reliance on any of the material in these Guidelines.